

BOARD MEETING MINUTES 1984

JANUARY

AGENDA.....JANUARY 9, 1984

1. Welcome new Board Member, Bob Souza
2. Minutes
3. Bills/Financial Report
4. Director's Report
 - 4.1 Rensselaer Branch Librarian
 - 4.2 Circulation
 - 4.3 1984 Plans
5. Wheatfield Business
6. DeMotte Business
7. Rensselaer Business

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 1983

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	<i>Wheat. filled 11.</i> 24	<i>Rens. filled 27.</i> 24	<i>Rens filled 3.</i> 0
b. Received	18	13	0
c. Outstanding	6	11	0
d. Films			
No. of Films	4		
No. of Viewers	291		
2. REGISTRATION			
a. Borrowers Added	31-R 41-C	27	10
b. Total Registered	7,886		
3. REFERENCE QUESTIONS			
a. Telephone	94	64	106
b. In Person	144	65	131
4. LOCAL HISTORY-GENEALOGY			
a. In person	8		
b. Microfilms Used	1		
c. Research by Mail	7		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH, ENDING December 1983

	<u>19 82</u>	<u>19 83</u>
Monthly Circulation	<u>12,267</u>	<u>8,660</u>
Daily Average	<u>491</u>	<u>360</u>
January to Date		
Total Circulation	<u>148,903</u>	<u>164,294</u>
		up 10%

Rensselaer	<u>168</u> /day
DeMotte	<u>95</u> /day
Wheatfield	<u>97</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	18		9	660	16			506	12			165
Non-Fiction	42		54	853	37			448	9			189
Paperbacks	3		6	614	1			398				1207
CHILDREN'S BOOKS:												
Fiction	2		349	733	10			490	4			351
Non-Fiction			39	347	9			147	2			109
FILMSTRIPS												
MAGAZINES:												
Adult				569				241				186
Children				13								
MAPS, PICTURES, PHOTOS, PRINTS <i>Camera</i>								1				49
MICROFILM												
PAMPHLETS	27			49				13				10
SOUND RECORDINGS	2		60	200	1			52				60
TOTALS	94		517	4038	74			2296	27			2326

up 9%

up 19%

Down 65%

MINUTES

DECEMBER 12, 1983

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Rensselaer Headquarters. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Barbara Gribble, secretary; Joan Ostler, Miriam Lawyer, Wilbur Doty, trustees; and Cathy Salyers, library director.

There was a discussion of the minutes concerning the correction of the October minutes. On a motion by Wilbur Doty, seconded by Joan Ostler, the minutes were approved for the November meeting. The board then directed C. Salyers to distribute copies of the corrected October 10, 1983 minutes.

Financial Report. C. Salyers requested the following appropriation transfers: \$147.70 from Repairs & Maintenance Supplies to \$106.47 in Operating Supplies and \$41.23 in Other Supplies; and \$206.65 from Periodicals & Newspapers to Furniture & Equipment. On a motion by Miriam Lawyer, seconded by Wilbur Doty, the transfers were approved as presented.

On a motion by Barbara Gribble, seconded by Joan Ostler, the board approved the bills as presented.

There was a discussion of investing some of the library's operating fund. By consensus, the board decided to let Cathy Salyers and Frank Wright plan and institute the investment.

C. Salyers mentioned that some of the 1983 appropriations needed to be encumber, and she would prevent those for board action at the next meeting.

Circulation Report. C. Salyers reported that for the month of November DeMotte and Rensselaer had an increase in circulation while Wheatfield had a decrease. For the year, total circulation was up 14%.

Election Of Officers. Barbara Gribble presented for the nominating committee the following slate of officers to serve during 1984. Frank Wright, president; Mary Linda Casey, vice-president; Miriam Lawyer, secretary; and Cathy Salyers, treasurer of the library district. On a motion by Wilbur Doty, seconded by Joan Ostler, the board unanimously accept the slate as presented.

Wheatfield Business. Following a discussion of the Wheatfield Building Project, the board by consensus decided to wait until February to contact the K-V school board. C. Salyers was directed to contact Ralph VanHandel, Lafayette Library, as a building consultant. By consensus, the board agreed to pay him \$20/hour and traveling expenses.

Rensselaer Business. C. Salyers reported that she had contacted Rensselaer Lumber concerning panic bars for the front door. The board directed her to have them installed on the back door as well. There was a discussion of the VCR equipment, and further discussion of policy was deferred to the January meeting. President Wright directed Mrs. Salyers to draft a letter to the "Friends Group" and any volunteers to thank them for their help during 1983.

Meeting adjourned at 8:08 p.m.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

		Date December 1983			
		Beginning	Spent this	Spent to	Ending
		Appropriation	Month	Date	Appropriation
1	Librarian	18,500.00	1,500.00	18,000.00	500.00
2	Assistants	89,596.00	8,014.82	90,265.10	*0 -669.10
3	Janitors	6,240.00	265.60	3,903.79	2,336.21
4	FICA & Unemployment	10,260.00	1,322.54	10,511.69	*0 -251.69
5	Other Personal Services	2,000.00		82.13	1,917.87
6	Office Supplies	1,800.00	46.66	1,539.19	260.81
7	Operating Supplies	1,759.90		1,866.37	*0 -106.47
8	Repair & Maintenance Supplies	550.00		351.58	198.42
9	Other Supplies	2,000.00	131.63	2,041.23	*0 -41.23
10	Professional Services	1,000.00		138.00	862.00
11	Comm. & Transportation	10,950.00	742.18	7,231.84	3,718.16
12	Printing & Advertising	600.00		260.25	339.75
13	Insurance & Bonds	5,000.00		2,871.65	2,128.35
14	Gas, Elec. & Water, Waste Ser.	10,495.00	664.19	8,870.71	1,624.29
15	Repairs & Maintenance	6,500.00	75.00	3,137.39	3,362.61
16	Dues & Interest	850.00	189.00	539.06	310.94
17	Transfer to Lib. Improv. Res.	9,000.00		9,000.00	.00
18	Main Contracts, Petty Cash	2,000.00	17.00	1,232.55	767.45
19	Land	.00			.00
20	Furniture & Equipment	8,000.00	4,896.96	8,206.65	*0 -206.65
21	Books	45,115.56	2,500.71	41,347.68	3,767.88
22	Periodicals & Newspapers	3,000.00	25.62	1,400.48	1,599.52
23	Microforms & Audiovisuals	4,000.00	236.03	1,922.64	2,077.36
24		<u>239,216.46</u>	<u>20,627.94</u>	<u>214,719.98</u>	<u>24,496.48</u>
25					
26					
27					
28	November Balance	81,121.04			
29	Deposits	95,458.04			
30	Checks	<u>39,386.16</u>			
31	Ending December Balance	137,192.92			
32					
33					
34					
35					
36					
37	* Appropriation transfers were made to -0- out accounts.				
38					
39					
40					



45-604 EYE-EASE
45-704 20/20 BUFF
Made in U. S. A.

Jasper County Public Library

Rensselaer, Indiana 47978

December 1983

2

3

4

Breakdown of All Funds

Farmers and Merchants National Bank Checking Account

Operating Balance in Checking Account

124,435.32

Rensselaer Gift Fund money in Checking Account

1,621.71

DeMotte Gift Fund money in Checking Account

734.84

Wheatfield Gift Fund money in Checking Account

126.48

Bond money in Checking Account

6,633.62

LIRF money in Checking Account

(-120.75)

Total Money in Farmers and Merchants National Bank Checking Account
(Northwest National Bank)

133,431.22

Farmers and Merchants National Bank Hi Fi Account

(Northwest National Bank)

3,761.70

Total of All Funds

137,192.92

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

The Jasper County Public Library hereby resolves to encumber \$3,350.94 of the 1983 Appropriation for books (4.51) to cover the following purchase orders:

Ingram Book Co.	P.O. 749	\$ 445.41
Publishers Book Outlet	P.O. 754	\$1,388.39
Waldenbooks	P.O. 755	\$ 209.62
B. Dalton Co.	P.O. 756	\$1,307.52

William D. Doty
Robert Souza
Miriam Sawyer
Frank Wright

Mary Linda Casey
Barbara Zibbe
Joan Astle

OPERATING FUND

BILLS TO BE ALLOWED.....JANUARY 9, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 470.87
NIPSCO	(3.51) DeMotte	361.68
NIPSCO	(3.51) Wheatfield	208.38
Northwestern Ind. Telephone Co.	(3.21) DeMotte	57.36
United Telephone Co.	(3.21) Rensselaer	148.00
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$1,276.13

Claims Allowed

A.E. Boyce Co., Inc.	(2.11) Official Records	43.54
Baker & Taylor	(4.51) Books-\$595.70;	633.34
	GIFT FUND-DeMotte Friends-\$37.64	
B. Dalton	(4.51) Books	1,307.52
Becker, Margie	(3.23) Mileage-\$111.60;	151.60
	(3.96) Snow Removal-\$40.00	
Brodart, Inc.	(4.51) Books-\$127.78;	198.84
	(2.41) Library Supplies-\$71.06	
Brown's Westside Garden Shop	(2.41) Library Supplies	10.00
Central Publishing Co., Inc.	(4.51) Books	39.00
Central State Sales	(2.41) Projection Bulb	16.81
Congressional Quarterly, Inc.	(4.52) Subscription	327.00
Creative Programming, Inc.	GIFT FUND-DeMotte Friends	10.45
Demco, Inc.	(4.51) Book Processing Sup.-\$13.45;	94.54
	(2.41) Library Sup.-\$81.06	
Educator's Progress Service, Inc.	(4.51) Books	26.05
Frontier Press Distributing Co.	(4.51) Books	75.15
of Indiana, Inc.		
Great Lakes Copy Supply	(3.95) Maintenance Contract-Savin	446.00
Harvey's	(4.51) Book Processing Sup.-\$71.28;	72.94
	(2.21) Janitorial Sup.-\$1.66	
Heritage Office Products, Inc.	(2.13) Office Supplies	77.89
Illiana Genealogical & Hist. Soc.	(3.91) Dues	8.00
Indiana Historical Society	(3.91) Dues	15.00
Ingram Book Co.	(4.51) Books	445.41
Johnson, George L.	(4.51) Books	28.00
Kibreah, Golam	(3.23) Mileage	16.00
Main Line Book Co.	(4.51) Books	114.49
Maintenance Engineering, Ltd.	(2.21) Fluorescent Bulbs	122.90
Mishek's	GIFT FUND-Rensselaer	374.79
Ooms Bros. Disposal Service	(3.95) DeMotte Trash Pick-up	11.00
Publishers Book Outlet	(4.51) Books	1,388.39
Quality Paperback Book Club	(4.51) Books	56.81
Rensselaer Lumber Co.	LIRF-Shelving for Children's Room- Ck. #769	799.20
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(4.52) Newspaper Subscription	31.00
Salyers, Catherine A.	(3.23) Mileage-\$16.00;	31.54
	(4.51) Book Processing Sup.-\$15.54	
Salyers, Catherine A.	PETTY CASH-DeMotte: Janitorial Sup.	10.00
Salyers, Catherine A.	PETTY CASH-Rensselaer:	17.00
	(3.22) Postage	
Salyers Construction Co.	LIRF-Children's Rm. Shelving-Ck.#770	2,200.80
Stan Wanner & Associates	(4.51) Books	15.87

Bills To Be Allowed (continued).....January 9, 1984

The Strip Joint	(3.61) Repairs & Maint.-Bldg.	78.00
Tom's Supermarket	(2.21) Janitorial Supplies	5.03
Tysen's Country Store	(2.21) Janitorial Supplies	23.46
Waldenbooks	(4.51) Books	209.62
Wall Street Journal	(4.52) Newspaper Subscription	94.00
Weinberg Bros.	GIFT FUND-Rensselaer-\$465.00;	489.95
	(4.40) Equipment-\$24.95	
	TOTAL [B]	<u>\$ 8,733.51</u>
	TOTAL [A] & [B]	<u><u>\$10,008.64</u></u>

BOARD APPOINTMENTS

<u>Appointee</u>	<u>Appointing Authority</u>	<u>Expiration Date</u>
Barbara Gribble	County Council	6/5/84
Frank Wright	School Board	5/10/85
Bob Souza	County Commissioners	12/31/85
Mary Linda Casey	School Board	5/10/86
Joan Ostler	County Commissioners	12/31/86
Wilbur Doty	County Council	6/5/87
Miriam Lawyer	County Commissioners	12/31/87

FEBRUARY

AGENDA.....FEBRUARY 13, 1984

1. Wheatfield Business
 - 1.1 Mr. Van Handel
 - 1.2 Other Business
2. Minutes
3. Financial Report/Bills
4. Director's Report
 - 4.1 Circulation
 - 4.2 Salary Scale
5. Rensselaer Business
6. DeMotte Business

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING January 1984

	<u>19 83</u>	<u>1984</u>
Monthly Circulation	<u>12,542</u>	<u>11,616</u>
Daily Average	<u>502</u>	<u>484</u>
January to Date	<u>12,542</u>	<u>11,616</u>
Total Circulation		down 7%

Rensselaer	<u>189 /day</u>
DeMotte	<u>159 /day</u>
Wheatfield	<u>147 /day</u>

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	11		1	792	36			663	11			313
Non-Fiction	49		2	907	70		1	706	24			269
Paperbacks	11			846				636				1,579
CHILDREN'S BOOKS:												
Fiction	15		97	890	32		32	1,223	2			558
Non-Fiction	62		18	430	4		42	275	5			147
jPB			11									
FILMSTRIPS				1								3
MAGAZINES:												
Adult				415				271				233
Children				21								
MAPS, PICTURES, PHOTOS, PRINTS				3								68
MICROFILM												
PAMPHLETS	28		2	63				24				5
SOUND RECORDINGS	25		5	177				31				135
TOTALS	201		136	4,545	142		75	3,829	42			3,242

4% down

47% up

37% down

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

January 19⁸⁴

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	4 filled by D & Wh. 19	40 requests filled by Ren. 10	9 filled by Rens. 4
b. Received	16	9	4
c. Outstanding	3	1	0
d. Films			
No. of Films	5		
No. of Viewers	125		
2. REGISTRATION			
a. Borrowers Added	R -30 Co-27	49	6
b. Total Registered	7,964		
3. REFERENCE QUESTIONS			
a. Telephone	196	197	45
b. In Person	160	246	50
4. LOCAL HISTORY-GENEALOGY			
a. In person	17		
b. Microfilms Used	5		
c. Research by Mail	10		
d. Oral Histories			

MINUTES.....JANUARY 16, 1984

The regular monthly meeting of the Jasper County Public Library Board was held January 16, 1984 at 7:00 p.m. after being postponed on January 9th due to poor weather conditions. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Miriam Lawyer, secretary; Joan Ostler, Barbara Gribble, Will Doty, Bob Souza, trustees; and Cathy Salyers, library director.

President Wright welcomed and introduced Bob Souza as the new board member.

On a motion by Mary Linda Casey, seconded by Miriam Lawyer, the board approved the minutes as circulated.

Financial Report. After a brief discussion, the board directed Mrs. Salyers to transfer NOW Account to a Super NOW and to invest all but \$3,500; \$25,000 in a six-month Money Market, and remainder in a HiFi Account.

On a motion by Mary Linda Casey, seconded by Will Doty, the board accepted the December 1983 Financial Report.

On a motion by Will Doty, seconded by Miriam Lawyer, the board approved the Bills to be Allowed.

On a motion by Mary Linda Casey, seconded by Will Doty, the board approved a resolution to encumber \$3,350.94 from the 1983 (4.51) appropriation for books for P.O. #749, 754, 755, 756.

There was a brief discussion of obtaining a microwave for the library's meeting room. The board directed C. Salyers to discuss the matter with the Friends of the Rensselaer Library.

Director's Report. C. Salyers announced the appointment of Mary K. Martin as Branch Librarian for Rensselaer. Miss Martin began her duties January 3, 1984. She was a school librarian for three years and has a MLS from Ball State.

Mrs. Salyers presented the circulation report. There was a brief discussion of individual totals.

Mrs. Salyers then briefly outlined her 1984 objectives which included completion of card catalog revision; planning for computerization; completion of plans for Wheatfield building; finishing procedure manual; remodeling Rensselaer staff lounge; increase Rensselaer fiction shelving; painting and caulking Rensselaer windows; begin planning for remodeling the DeMotte basement; evaluate, revise and update selection policy; and develop cataloging standards.

Wheatfield Business. C. Salyers reported that she and Lynn Daugherty met with Ralph Van Handel to discuss the Wheatfield Building Project. Mr. Van Handel agreed to do a preliminary study of library space needs and building site. She further reported that Mr. Van Handel will inspect building site on January 27 and will attend the February Board Meeting. The board directed C. Salyers to not spend over \$1,000 on Mr. Van Handel's consulting services.

Minutes (continued).....January 16, 1984

Loan Policies. C. Salyers presented two loan policies for video cassettes and computer. After a discussion the following policies were accepted by consensus:

Computer Loan Policy

1. Person must be a registered library user in good standing.
2. Person must be 14 years of age or older.
3. A \$5.00 deposit will be required to borrow the computer. Deposit will be returned when computer is returned to the library on time with a visual check for equipment.
4. Loan period is for one week with no renewals.
5. Computers cannot be returned via the book box.
6. Fines will be \$1.00 per day for late return.

Video Cassette Policy

1. Person must be a registered library user in good standing.
2. Person must be 18 years of age or older.
3. Loan period will be three days excluding Sunday and holidays with no renewals.
4. Each person may borrow only one (1) cassette during any three-day period.
5. Cassettes cannot be returned in book box.
6. Fines will be \$1.00 per day per cassette returned after due date.

President Wright appointed Will Doty and Bob Souza to serve on the 1985 Budget Committee.

Meeting adjourned at 9:00 p.m.

Jasper County Public Library
Van Rensselaer Street
Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

4804 (84804) — Buff
8804 (88804) — Green

		1	2	3	4	
	Date <u>January 1984</u>	Beginning	Spent this	Spent to	Ending	
		Appropriation	Month	Date	Appropriation	
1	Librarian	19,500.00	1,625.00	1,625.00	17,875.00	1
2	Assistants	113,527.00	9,666.84	9,666.84	103,860.16	2
3	Janitor	4,805.00	200.33	200.33	4,604.67	3
4	Employee Benefits	15,445.00	804.31	804.31	14,640.69	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	77.89	77.89	3,922.11	6
7	Operating Supplies	1,950.00	206.59	206.59	1,743.41	7
8	Repair & Maint. Supplies	550.00	78.00	78.00	472.00	8
9	Professional Services	1,000.00			1,000.00	9
10	Communication & Transportation	11,700.00	395.80	395.80	11,304.20	10
11	Printing & Advertising	600.00			600.00	11
12	Insurance	3,900.00			3,900.00	12
13	Utility Services	11,500.00	1,040.93	1,040.93	10,509.07	13
14	Repair & Maintenance	8,000.00			8,000.00	14
15	Rentals	451.00			451.00	15
16	Dues, Interest, Taxes	851.00	23.00	23.00	828.00	16
17	Main. Contracts, Petty Cash	3,000.00	507.00	507.00	2,493.00	17
18	Transfer to LIRF	10,000.00			10,000.00	18
19	Land Bldgs. & Improvements	1.00			1.00	19
20	Furniture & Equipment	7,000.00	24.95	24.95	6,975.05	20
21	Books	48,000.00	1,179.15	1,179.15	46,820.85	21
22	Periodicals & Newspapers	8,000.00	452.00	452.00	7,548.00	22
23	Nonprint Materials	3,000.00			3,000.00	23
24	Encumbrances	3,350.94	3,350.94	3,350.94	.00	24
25						25
26		285,680.94	19,811.66	19,811.66	265,869.28	26
27						27
28						28
29	December 1983 Ending Balance	137,192.92				29
30	Minus Checks	128,233.16				30
31	Plus Deposits	109,115.09				31
32	Ending January Balance	118,074.85				32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

Jasper County Public Library

Van Rensselaer Street
Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

Date January 1984

	1	2	3	4
Operating Balance		5,083.98		
Rensselaer Gift Fund		966.92		
DeMotte Gift Fund		722.90		
Wheatfield Gift Fund		126.48		
Super Now Account - Northwest National Bank			6,900.28	
Investments				
Bond Hi Fi Account		6,633.62		
Operating HiFi Account		75,900.00		
LIRF Hi Fi Account		3,640.95		
Operating CD		25,000.00		
Total Investments			111,174.57	
			118,074.85	

4804 (84804) — Buff
8804 (88804) — Green

OPERATING FUND

BILLS TO BE ALLOWED.....FEBRUARY 13, 1984

Utilities:

City of Rensselaer	(3.51) Rensselaer	\$ 665.56
NIPSCO	(3.51) DeMotte	412.68
NIPSCO	(3.51) Wheatfield	190.56
Northwestern Ind. Telephone Co.	(3.21) DeMotte	54.88
United Telephone Co.	(3.21) Rensselaer	162.76
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$1,516.28

Claims Allowed:

Ace Hardware	(2.21) Janitorial Supplies-\$2.24;	9.12
	(4.40) Plastic Carpet Runner-\$6.88	
American Library Association	(4.51) Books	30.50
Baker & Taylor	(4.51) Books-\$376.09;	456.15
	GIFT FUND-DeMotte Friends-\$80.06	
Becker, Margaret	(3.23) Mileage-\$111.60;	171.60
	(3.96) Snow Removal-\$60.00	
Brodart, Inc.	(2.41) Sysdac Supplies-\$732.12;	1,311.31
	(4.51) Books-\$207.91;	
	(3.72) Sysdac Rental-\$371.28	
Campbell Printing Co.	(2.12) Letterheads & Envelopes	109.00
Charles F. Ramp	(3.62) Repairs & Maint-Equipment-R.	24.49
Children's Museum	(3.91) Membership Dues	20.00
Children's Press	(4.51) Books	585.24
Congressional Quarterly, Inc.	(4.52) Periodicals Subs.-\$240.00;	299.90
	(4.40) Binders-\$59.90	
Consolidated Insurance Agency	(3.41) Bonds-Branch Supervisors-D&R	60.00
Daisey Book Co.	(4.51) Books	176.06
Daugherty, Lynn	(3.23) Mileage-\$111.20;	201.27
	(4.51) Books-\$74.99;	
	(4.52) Magazine-\$11.95;	
	(2.13) Office Supplies-\$3.13	
Dehaan Roofing	(3.61) Roof Repairs-DeMotte	300.00
Demco, Inc.	(2.41) Library Sup.-\$15.33;	257.16
	(2.13) Office Sup.-\$15.90;	
	(4.51) Book Processing Sup.-\$225.93	
DeMotte I.G.A. Supermarket	(4.52) Newspapers-D.	12.04
DeYoung Plmbg., Htg., & Air Con.	(3.61) Furnace Repairs-DeMotte	124.70
Emery-Pratt Co.	(4.51) Books	17.67
Heritage Office Products Inc.	(3.95) Maintenance Contract-\$95.00;	460.73
	(4.40) Equipment-\$316.64;	
	(2.13) Office Sup.-\$49.09	
Hoover House	(3.62) Repairs & Maint-Equipment-R.	140.80
ILA/ILTA	(3.24) Professional Meeting	785.50
Indiana Library Association	(3.91) Dues	50.00
Ingram Book Co.	(4.51) Books	45.80
Jacobsen's	(2.13) Office Supplies	40.18
Jasper Co. Farm Bureau Co-op	(2.21) Janitorial Supplies	3.95
Kenny, James A.	(4.51) Book	7.77
Kibreah, Golam	(3.23) Mileage-\$38.80;	78.80
	(4.40) Equipment-\$40.00	
Kooy, Diana	(4.52) Cassettes	41.97

Bills To Be Allowed (continued).....February 13, 1984

Library Book Selection Service	(4.51) Books	\$ 244.45
Michigan Library Consortium	(4.51) Books	29.95
Monroe	(2.42) Copy Paper	11.05
National Geographic Society	(4.51) Book	8.70
New York Times	(4.52) Newspaper Subscription-D.	102.00
NIALSA	(3.22) Postage for Films (3 mon.)	45.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up-DeMotte	9.00
Pierless Paper Products	(2.42) Copy Paper	96.00
Postmaster General	(3.22) Stamps	100.00
Publishers Telemarketing	(4.51) Books	47.21
Quill Corporation	(2.13) Office Supplies	88.99
Rainbow Books	(4.51) Books	442.66
Rensselaer Electric Supply	(2.21) Fluorescent Lights	29.88
Rensselaer Lumber Co.	(4.40) Panic Bar	185.99
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Readmore	(4.52) Newspaper Subscriptions-R.	78.30
Reprint, Inc.	(4.51) Books	265.00
Salem Press, Inc.	(4.51) Books	200.00
Salyers, Catherine A.	(3.23) Mileage	45.20
Salyers, Catherine A.	PETTY CASH-Wheatfield:	24.92
	(2.21) Janitorial Supplies-\$17.96;	
	(3.22) Postage-\$6.96	
Salyers, Catherine A.	PETTY CASH-Rensselaer:	20.23
	(3.22) Postage-\$13.59;	
	(2.21) Janitorial Sup.-\$4.62;	
	(2.41) Library Sup.-\$2.02	
The Strip Joint	(3.62) Repairs & Maint.-Equip.-R.	333.00
Tysen's Country Grocery	(2.21) Janitorial Sup.	3.58
White, Max L.	(3.62) Repairs & Maint.-Equip.-W	70.59
Hyatt Regency Indianapolis	(3.24) Professional meetings	<u>65.00</u>
	TOTAL [B]	8,378.41
	TOTAL [A] + [B]	9,894.69

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

February 13, 1984

The Jasper County Public Library Board hereby resolves to transfer the following funds within the major classification (1) Personal Services in the 1983 budget.

<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Appropriated</u>
Salary To Assistants	\$ 669.10	\$ 669.10
FICA & Unemployment	\$ 251.69	\$ 251.69
<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Reduced</u>
Other Personal Services	\$ 920.79	\$ 920.79

William J. Doty

Robert Souza

Sarah G. Grubbs

Franklin Dwyer

Joan Coster

Miriam Sawyer

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*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

TO: Board of Directors
FROM: Cathy Salyers,
SUBJECT: INVESTMENTS

On January 23, 1984, I made the following investments:

\$ 75,900.00	Operating Hi-Fi Account (8%)
\$ 25,000.00	Operating CD (9.1%)
\$ 6,633.62	Bond - Hi-Fi Account (8%)
\$ 26,018.35	Super NOW Checking Account (Gift Funds, cover operating expenses for January)
\$133,551.97	TOTAL

LIBRARY REVENUE

Month Received	Type of Revenue	1982		1983	
		Operating Fund	Bond	Operating Fund	Bond
May	Certified Shares	\$ 30,160		\$ 29,981	
	Property Tax Rep.	2,284		2,665	
June	General Property	53,009	3,594	61,989	5,880
	License Excise	6,573	446	8,474	804
	Bank&Bldg&Loan	653	44	979	93
July	State Distribution	3,079		3,419	
November	Certified Shares	30,160		29,981	
	Property Tax Rep.	2,284		2,665	
December	General Property	48,199	3,268	74,590	7,075
	License Excise	5,409	367	7,767	737
	Bank&Bldg&Loan	446	30	847	80
TOTAL [A]		182,346	7,748	223,357	14,668
MISC. INCOME					
	Fines	2,045		3,825	
	Copier. Cards	3,164		4,938	
	Interest	2,761		4,309	
TOTAL [B]		7,970		13,072	
TOTAL [A] +[B]		190,316		236,429	
LEVY		106,066		136,392	
BUDGET		184,702		236,041	
ANNUAL BOND PAYMENT			15,973		15,332

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FICA & Unemployment	\$ 251.69	\$ 251.69
 <u>Library Operating Fund</u>	 <u>Amount Requested</u>	 <u>Amount Reduced</u>
Other Personal Services	\$ 920.79	\$ 920.79

_____	_____
_____	_____
_____	_____
_____	_____

MARCH

AGENDAMARCH 12, 1984

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 Insurance
 - 3.3 Equipment loan policy
 - 3.4 ILA/ILTA Meeting
 - 3.5 Application for state funds
4. Wheatfield Business
5. DeMotte Business
6. Rensselaer Business
7. Executive Session

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING February 1984

	<u>1983</u>	<u>1984</u>
Monthly Circulation	<u>14,246</u>	<u>12,912</u>
Daily Average	<u>619</u>	<u>561</u>
January to Date	26,788	25,454 528
Total Circulation		

Rensselaer	<u>224</u> /day
DeMotte	<u>169</u> /day
Wheatfield	<u>184</u> /day

down 5%

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	11		17	783	10			674	10			315
Non-Fiction	25		35	876	33		1	712	3			418
Paperbacks				1077				641	5			2170
CHILDREN'S BOOKS:												
Fiction	57			1203	29			1128	34			462
Non-Fiction	39			509	10			241	36			214
FILMSTRIPS				5								
MAGAZINES:												
Adult				256				323				173
Children				11								
MAPS, PICTURES, PHOTOS, PRINTS				5				3				7
MICROFILM												
PAMPHLETS	35		12	82				129				3
SOUND RECORDINGS	41		2	352	25			34	3			106
TOTALS	208		66	5159	107		1	3885	91			3868

up 5.6%

up 45.8%

down 42%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

February 19⁸⁴

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Filled 50 req. for D. & 1 for W. 57	38	Filled 1 req. for R. 1
b. Received	39	24	1
c. Outstanding	18	14	0
d. Films			
No. of Films	5		
No. of Viewers	208		
2. REGISTRATION			
a. Borrowers Added	R35 C27	45	4
b. Total Registered	7,434		
3. REFERENCE QUESTIONS			
a. Telephone	205	153	70
b. In Person	276	207	77
4. LOCAL HISTORY-GENEALOGY			
a. In person	28		
b. Microfilms Used	12		
c. Research by Mail	8 rec. 6 ans.		
d. Oral Histories			

The regular monthly meeting of the Jasper County Public Library Board was held February 13, 1984 at 7:00 p.m. at the Rensselaer Headquarters library. Those present were Frank Wright, president; Miriam Lawyer, secretary, Wilbur Doty, Joan Ostler, Barbara Gribble, and Bob Souza, trustees; and Cathy Salyers, director. Mary Kay Martin, branch librarian; Lynn Daugherty, branches supervisor; and Ralph VanHandel, building consultant, were also in attendance. After calling the meeting to order, President Wright read a thank you note from Ethel Yoder to the board.

Wheatfield Business:

C. Salyers introduced Mr. VanHandel who was hired by the board to do a preliminary study of the Wheatfield Building project. Mr. VanHandel's recommendations included projecting population figure for the area of 9,050 in the year 2005. Based on that estimate, he recommended that a building of 7,154 square feet excluding a meeting room was needed. Meeting room size should be based on 13 sq. ft. per person. He discussed bonding, approximate per square foot building costs, architects, engineers, and possibility of lease purchase. Following the discussion Pres. Wright appointed a committee of Will Doty and Miriam Lawyer to study the recommendations and report back to the Board with further recommendations.

Minutes:

On a motion by Will Doty, seconded by Joan Ostler, the minutes of the January 16, 1984 meeting were approved.

Financial Report:

On a motion by Will Doty, seconded by Joan Ostler, the board voted to accept the Bills To Be Allowed.

C. Salyers reported that she made the following investments: \$75.900 (8%) Operating Hi-Fi Account; \$25,000 (9.1%) Operating CD; \$6,633.22 (8%) Bond Hi-Fi Account; and \$6,900.28 in Super NOW Checking Account (Gift funds and Operating fund).

On a motion by Will Doty, seconded by Bob Souza, the board voted to accept the financial report.

On a motion by Miriam Lawyer, seconded by Barbara Gribble, the board voted to make the following budget transfers in the 1983 budget: \$920.79 from Other Personal Services to \$669.10 in Salary of Assistants and \$251.69 in FICA & Unemployment.

Director's Report:

C. Salyers presented the monthly circulation figures from January 1984. DeMotte's circulation showed a 47% increase over January 1983. Rensselaer decreased 4% and Wheatfield 37%. C. Salyers further reported that she was working on a proposed salary scale that would reflect education, performance and experience.

Rensselaer Business:

C. Salyers introduced Mary K. Martin, Rensselaer Branch Librarian. Miss Martin reported that the crash bar for the front door was in but needed to be modified. She told the board about new videocassettes and videodiscs. She explained that the videodiscs and videodisc machine program is sponsored by the Friends. She requested permission from the board

Minutes (continued).....February 13, 1984

to move the shelves from the lounge to the main floor after refinishing at a cost of approximately \$500. On a motion by Barbara Gribble, seconded by Will Doty, the board approved the request.

DeMotte Business:

Lynn Daugherty reported that DeMotte and Wheatfield patrons will also offer videodiscs and videodisc machines for rental which is sponsored by the Friends. She further stated that the heating problem has been solved. She is currently gathering information concerning the water problems in the basement at DeMotte stating that before any renovation of the basement can be done, the water problem must be solved.

On a motion by Joan Ostler, seconded by Bob Souza, the meeting adjourned at 9:00 p.m.

OPERATING FUND

BILLS TO BE ALLOWED.....MARCH 12, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 636.99
NIPSCO	(3.51) DeMotte	340.27
NIPSCO	(3.51) Wheatfield	134.35
Northwestern Ind. Telephone Co.	(3.21) DeMotte	59.99
United Telephone Co.	(3.21) Rensselaer	182.98
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 1,384.42

Other Claims Allowed

Ace Hardware	(3.61) Repairs & Maint.-Bldg. (W.)	72.84
A.E. Boyce Co., Inc.	(2.11) Official Records	206.83
Associated Libraries, Inc.	(4.51) Books	4,175.18
Baker & Taylor	(4.51) Books-\$2,180.30;	2,195.66
	GIFT FUND-DeMotte-\$14.36	
Becker, Margaret	(3.23) Mileage-\$99.20;	119.20
	(3.96) Snow Removal-\$20.00	
Bosgraaf Heating & Cooling	(3.61) Repairs & Maint.-Bldg. (D.)	174.24
Brodart, Inc.	(4.51) Books-\$2.83;	73.89
	(2.41) Sysdac Tape-\$71.06	
Buccaneer Books	(4.51) Books	63.28
Campbell Printing Co.	(4.40) Rubber Stamps	11.66
Central State Sales	(2.41) Projection Bulb	16.07
Children's Press	(4.51) Books	75.24
Columbia Library Subscription Serv.	(4.53) Record Subscription -D. & W.	590.00
Consolidated Insurance Agency	(3.42) Insurance Policy	2,243.00
Daugherty, Lynn	(3.23) Mileage-\$36.80;	59.04
	(4.51) Books-\$22.24	
Demco Inc.	(2.41) Library Sup.-\$25.42;	97.20
	(4.51) Book Processing Sup.-\$71.78	
Educational Record Sales	(4.53) Cassettes	125.48
Equitable Life	(1.23) Health Insurance-(Director)	446.11
Gaylord Bros., Inc.	(4.51) Book Processing Supplies	72.90
Harvey's	(2.13) Office Supplies	1.20
Heritage Office Products, Inc.	(4.40) Typewriter-\$445.00;	512.33
	(2.41) Library Sup.-\$24.35;	
	(2.13) Office Sup.-\$42.98	
Highsmith Co., Inc.	(4.51) Album Covers for Processing	50.94
Hyatt Regency	(3.24) Professional Meeting-Ch.#969	53.00
ILA/ILTA	(3.24) Professional Meeting-Ch.#970	42.50
Ingram Book Co.	(4.53) Videocassettes	385.81
Jasper Co. Farm Bureau Co-op	(3.61) Repairs & Maint.-Bldg. (R.)	87.25
Jefferson, Walter	(3.61) Repairs & Maint.-Bldg. (W.)	115.00
John Botsford Book Co.	(4.51) Books	429.69
Libraries Unlimited	(4.51) Books	39.09
Main Line Book Co.	(4.51) Books	2,667.62
Mah, John L.	(3.61) Repairs & Maint.-Bldg. (D.)	100.00
Michigan City Public Library	(4.51) Book	12.95
Monroe	(3.95) Maintenance Contract-\$664.00;	715.37
	(2.42) Copier Supplies-\$51.37	
National Geographic Society	(4.51) Books	28.20
National Geographic Society	(4.51) Book	8.70
Ooms Bros. Disposal	(3.95) Trash Pick-up (DeMotte)	9.00
Quality Paperback Book Club	(4.51) Book	1.64
Quill Corporation	(2.42) Copy Paper-\$46.98;	63.34
	(2.13) Office Supplies-\$16.36	

BILLS TO BE ALLOWED (Continued).....March 12, 1984

Rainbow Book Co.	(4.51) Books	166.50
RECI	(4.53) Cassettes	319.50
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Newspaper Ad-\$12.85;	43.85
	(4.52) Newspaper Subscription-D-\$31.00	
Salyers, Catherine A.	(3.23) Mileage	39.20
Salyers, Catherine A.	PETTY CASH-Rensselaer:	20.33
	(3.22) Postage-\$19.93;	
	(2.13) Office Supplies-\$.40	
Salyers Construction	(3.61) Refinish & Remove shelving	700.00
Schultz' Family Store	(2.13) Office Supplies	3.28
Smith's True Value	(2.21) Janitorial Supplies	45.98
Stackpole Books	(4.51) Books	101.70
Superintendent of Documents	(4.52) Periodicals	18.00
Tom's Supermarket	(2.21) Janitorial Supplies	1.13
Tri-ALSA	(2.41) Library Supplies-Ck. #988	5.75
UPS	(3.24) Postage-Ck. #990	5.02
	TOTAL [B]	\$17,621.69
	TOTAL [A] & [B]	<u>\$19,006.11</u>

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

	February 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	19,500.00	1,625.00	3,250.00	16,250.00	1
2	Assistants	113,527.00	9,732.87	19,399.71	94,127.29	2
3	Janitorial	4,805.00	246.05	446.38	4,358.62	3
4	Employee Benefits	15,445.00	777.94	1,582.25	13,862.75	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	306.29	384.18	3,615.82	6
7	Operating Supplies	1,950.00	47.45	254.04	1,695.96	7
8	Repairs & Maint.	550.00		78.00	472.00	8
9	Other Supplies	4,500.00	871.30	1,050.23	3,449.77	9
10	Professional Services	1,000.00			1,000.00	10
11	Communication & Trans.	11,700.00	719.83	1,115.63	10,584.37	11
12	Printing & Advertising	600.00			600.00	12
13	Insurance	3,900.00	60.00	60.00	3,840.00	13
14	Utilities	11,550.00	1,268.80	2,309.73	9,240.27	14
15	Repairs & Maint.	8,000.00	993.58	993.58	7,006.42	15
16	Rental	451.00	371.28	371.28	79.72	16
17	Dues, Interest	851.00		23.00	828.00	17
18	Contracts	3,000.00	244.00	751.00	2,249.00	18
19	Transfer to LIRF	10,000.00			10,000.00	19
20	Land Improvement	1.00			1.00	20
21	Furniture & Equipment	7,000.00	363.52	388.47	6,611.53	21
22	Books	48,000.00	3,062.39	4,241.54	43,758.46	22
23	Periodicals & Newspapers	8,000.00	486.26	938.26	7,061.74	23
24	Non Print Materials	3,000.00			3,000.00	24
25	Bills Encumbered	3,350.94		3,350.94	.00	25
26		<u>285,680.94</u>	<u>21,176.59</u>	<u>40,988.22</u>	<u>244,692.72</u>	26
27						27
28						28
29	Ending January Balance	118,074.85				29
30	Minus Checks	21,256.68				30
31	Plus Deposits	<u>21,757.96</u>				31
32	Ending February 1984 balance	118,576.13				32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

4804 (84804) — Buff
8804 (88804) — Green

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

Feb. 1984

Operating Balance	26,513.32	
Rensselaer Gift Fund	1,106.92	
DeMotte Gift Fund	654.84	
Wheatfield Gift Fund	126.48	
Total of Super Now Account - Northwest National Bank		28,401.56
Investments		
Bond Hi Fi Account	6,633.62	
Operating Hi Fi Account	54,900.00	
LIRF Hi Fi Account	3,640.95	
Operating CD	25,000.00	
Total Investments - Northwest National Bank		<u>90,174.57</u>
Total of All Funds Ending Feb. 1984		118,576.13

4804 (84804) - Buff
8804 (88804) - Green

Public Library Application for State Funds

To: State Board of Tax Commissioners

The JASPER COUNTY Public Library
(legal name of library)

301 N. Van Rensselaer Rensselaer,
(address of library)

STATE OF INDIANA, Jasper COUNTY, ss:

we hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget \$ 282,330

Converted to Public Library Law of 1947 no (yes or no)

or
Adopted provisions of Public Library Law of 1947 yes (yes or no)

Provides free library cards for all county residents no (yes or no)

Provides library cards for a fee for all county residents yes (yes or no)

Signed by:

(MUST BE SIGNED BY
MAJORITY OF LIBRARY
BOARD MEMBERS)

Please return completed application by May 1, 1984, to the State Board of Tax Commissioners, Attn: Thomas A. Edwards, 201 State Office Building, Indianapolis, Indiana 46204.

SUMMARY OF HOUSE ENROLLED ACT 1313
Effective February 29, 1984

Library Board Appointments

All Current Appointments Remain Effective - Non-code provision

All current library board appointments remain effective until the current term expires. (Page 13, Section 10(c)).

Current library board members, if otherwise eligible to continue serving, may be reappointed by their current or another appointing authority.

New Chapter Created - IC 20-14-2.5

HEA 1313 consolidates all Class I library board appointments into one Chapter, IC 20-14-2.5. This Chapter does not apply to Class II libraries which were organized according to prior laws. Certain Class II library board appointments appear in section 8, amending IC 20-14-7-2.

Board Members must be Residents for Two Years - IC 20-14-2.5-2(a)

All persons appointed to a library board must have resided in the library district for at least two years, except in the case of an appointee representing a township served by contract. (IC 20-14-2.5-2(b))

Limitation of Terms - IC 20-14-2.5-3

An individual may not serve more than four consecutive terms, including terms served prior to this Act. All consecutive terms are counted, regardless of the appointing authority or the length of terms served.

Terms are Four Years, with Two Exceptions - IC 20-14-2.5-12

All board appointments are for a term of four years, except for appointments to fulfill an unexpired term or initial appointments to a newly created board.

Class I Library Board Appointments - IC 20-14-2.5-4

All Class I Library Board Appointments are provided in Section 4, except for the Indianapolis-Marion County Public Library which is located in a consolidated city and whose board appointments appear in Section 10.

All Class I Boards Have Seven Members - IC 20-14-2.5-4

Seven appointments are prescribed by Section 4. All Class I libraries, except those located in a county having a consolidated city, should have the following:

- (1) county commissioners appointment Section 4(1)
(executive of the county)
- (1) county council appointment Section 4(2)
(fiscal body of the county)
- (3) school board appointments Section 4(3)
- (2) additional appointments by the county commissioners, county council, township trustee, township advisory board, mayor, town board president, city council or town board, as applicable according to the location and type of library district. Sections 4(4), 4(5)

Class I Libraries in Marion County - IC 20-14-2.5-4

Class I libraries located in a county having a consolidated city, except the Indianapolis-Marion County Public Library, would have the following appointments:

- (1) mayor of the consolidated city Section 4(1)
(executive of the county having a consolidated city)
- (2) city county council Section 4(2)
(fiscal body of the county having a consolidated city)
- (3) school board Section 4(3)
- (2) additional appointments by the mayor or town board president,
the city council or town board as applicable Sections 4(4), 4(5).

All School Districts Represented - Section 4(3)

In the library law (IC 20-14-1-2), the school board is as defined by IC 20-8.1-1.2, the governing body charged by law with the responsibility of administering the affairs of the school district. If the library is located in a school district governed by the township, the township trustee and advisory board have the authority to make these appointments.

If there is one school corporation serving the library district, the school board makes 3 appointments.

If there is more than one school corporation serving the library district,

- (2) appointments are made by the school board of the corporation in which the library office is located, and
- (1) appointment is made by the board president of the second school district, or by a majority vote of the presidents of the other school boards if there are a total of three or more serving the library district. Guidelines for the procedure for the joint appointment by the school board presidents are attached.

Two Appointments Determined by Library District Location - IC 20-14-2.5-4(4),4(5)

Chapter 2.5, Sections 5 through 10 provide two appointments to each Class I library board according to the location of the library district.

Library district in more than one county, and not entirely within one municipality - IC 20-14-2.5-5

- (1) appointment jointly made by county commissioners of the counties
- (1) appointment jointly made by county councils of the counties

County libraries and districts with two or more townships and/or two or more municipalities - IC 20-14-2.5-6

- (1) county commissioners appointment
 - (1) county council appointment
- Section 6(c) applies only to the Lafayette-Tippecanoe County Public Library

Township Library entirely in unincorporated area of township-IC 20-14-2.5-7

- (1) township trustee appointment
- (1) township advisory board appointment

Town-township library (one township, one municipality) - IC 20-14-2.5-8

- (1) township advisory board appointment
- (1) city council or town board appointment

City or town library (one municipality) - IC 20-14-2.5-9

- (1) mayor or town board president appointment
- (1) city council or town board appointment

County contractual library district - IC 20-14-2.5-11

(2) county commissioners appointments

(2) county school superintendent or if none, county auditor appointments

These four members serve with the seven members of the board of the library district providing the contractual service.

Serve until Successor Appointed - IC 20-14-2.5-12

A member may continue to serve after his term has expired until he is reappointed or a successor appointed. Terms of one, two, three and four years are provided for the initial appointments to newly established boards.

Procedures for Appointment, Removal Remain Unchanged

Sections 13 and 14 provide procedure for appointment and conditions under which a board member is removed from office.

Non Code Provisions Affirm All Current Appointments and Provide Order of New Appointments HEA 1313, pages 11-14, Sections 9, 10.

Sections 9 and 10 provides for the transition of operations from the previous laws to this one.

Actions by library boards since the March 28, 1983 passage of IC 20-14, if legal otherwise, are validated as though all board members were lawfully appointed - Section 9(b)

All appointments made between March 28, 1983 and March 10, 1984 by all appointing authorities under prior laws are validated, so long as no more than seven members (eleven for county contractual) were serving at the same time. Section 9(c)

All current appointees continue to serve until their terms expire. Section 10(c)

Order of Appointments As Terms Expire Section 10(d)-(g)

1. An appointing authority with the same number of appointments under the old and new law continues to make those appointments.
2. An appointing authority with fewer appointments than it previously made must designate in writing the person(s) for whom it will not appoint a successor(s).
3. An appointing authority with more appointments than it previously had makes the new appointments in rotation with other such appointing authorities in the order in which they appear in IC 20-14-2.5-4:
 - county commissioners (county executive)
 - county council (county fiscal body)
 - school board or school board presidents
 - executive of appropriate unit (county commissioners, township trustee, mayor or town board president)
 - fiscal body of appropriate unit (county council, township advisory board, city council or town board)

Section 10 (g) provides the order of appointment for Indianapolis-Marion County Public Library.

HEA 1313 - Amendments to Financial Procedures

Library Director May Not Serve As Treasurer - IC 20-14-2-5

The library board elects a treasurer annually; the treasurer may be a board member, a library employee or someone employed by the library to serve as treasurer, but not the library director.

A library director previously elected treasurer may continue to serve until the end of the one-year term for which he was elected.

Monthly Financial Reports Submitted to Board - IC 20-14-2-5

The treasurer must submit monthly financial reports to the Board.

Payments Must be Fully Documented - IC 20-14-3-14

Each payment must be supported by itemized invoice or other document and library director must certify to the board before payment that each claim is "true and correct". (Signature to this effect on claim forms prescribed by State Board of Accounts.)

Advance Payments, with Prior Board Approval, May be Made for Specified Items. The board may authorize payment to be made prior to receipt of the following services and materials:

government services or materials, leased or purchased, dues, subscriptions, publications, license fees, insurance premiums, maintenance and service agreements, conference fees, legal retainer fees.



STATE OF INDIANA

INDIANA STATE LIBRARY

140 North Senate Avenue

Indianapolis, IN 46204

(317) 232-3675

Charles Ray Ewick, Director

DIVISIONS:

BLIND AND PHYSICALLY HANDICAPPED

CATALOG

DATA SERVICES

EXTENSION

GENEALOGY

INDIANA

REFERENCE AND LOAN

GUIDELINES FOR JOINT APPOINTMENT OF SCHOOL DISTRICT REPRESENTATIVES TO LIBRARY BOARD

The Public Library Law (IC 20-14-2.5-4(3)) provides that, if there is more than one school corporation serving the library district, all school corporations may be represented through appointments to the public library board.

The school board of the corporation in which the library office is located makes two appointments.

The school board presidents of all other school corporations serving the library district make one appointment by majority vote.

In order to provide for an orderly method and adequate records of a joint appointment by the school board presidents, the following procedures are suggested.

1. Library notifies the board president of each school board participating in the appointment that an appointment is due and the tentative date of a meeting for selection. The library should also inform them of the eligibility requirements an individual must meet in order to be appointed or reappointed (e.g. must have been a resident of the library district for two years, may not serve more than four consecutive terms, eligibility of current appointee for reappointment).
2. A meeting of the participating school board presidents is convened for the purpose of selecting an appointee and those present elect a chairperson to conduct the meeting. Nominations for appointment are presented and a vote is taken of those present.
3. The chairperson signs the certificate of appointment provided by the library, notifies the individual selected by majority vote of his or her appointment, and provides the appointee with the signed certificate of appointment per IC 20-14-2.5-13.

ED/ISL
2/84

APRIL

AGENDA APRIL 9, 1984

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 Annual Report
 - 3.3 Board Appointments
 - 3.4 National Library Week
 - 3.5 Computerization-feasibility Study
 - 3.6 INCOLSA
 - 3.7 Equipment Policy
 - 3.8 Capital Improvements Plan
4. Wheatfield Business
5. DeMotte Business
6. Rensselaer Business

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING March 31 19 84

	<u>19 83</u>	<u>19 84</u>
Monthly Circulation	<u>16,442</u>	<u>14,893</u>
Daily Average	<u>609</u>	<u>572</u>
January to Date		<u>39,511</u>
Total Circulation	<u>43,230</u>	<u>40,347</u>
		Down 7%

Rensselaer	<u>241</u> /day
DeMotte	<u>163</u> /day
Wheatfield	<u>190</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	69			1,037	57			758	25			514
Non-Fiction	101		36	1,224	66			787	16			370
Paperbacks	14			923	5			480				2,157
CHILDREN'S BOOKS:												
Fiction	93			1,667	85			1,192	97			694
Non-Fiction	48			616	58			332	37			190
FILMSTRIPS				7								
MAGAZINES:												
Adult				262			1	428				261
Children				8								
MAPS, PICTURES, PHOTOS, PRINTS Cameras, Video				129				56				112
MICROFILM												
PAMPHLETS	29		14	114				133				19
SOUND RECORDINGS	19			286	1		1	79				58
TOTALS	387		50	6,273	272		2	4,245	175			4,375

up 17%

up 33%

down 45%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

March 31

19 84

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	<i>filled 37 for Demotte filled 4 for Wheat. 38</i>	<i>filled 5 req. for Ren 29</i>	<i>filled 2 for Rens. 3</i>
b. Received	28	21	2
c. Outstanding	10	8	1
d. Films			
No. of Films	5		
No. of Viewers	229		
2. REGISTRATION			
a. Borrowers Added	R39 C43	40	4
b. Total Registered	7,176		
3. REFERENCE QUESTIONS			
a. Telephone	206	182	107
b. In Person	394	215	105
4. LOCAL HISTORY-GENEALOGY			
a. In person	35		
b. Microfilms Used	17		
c. Research by Mail	15		
d. Oral Histories			

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. on March 12, 1984 in the meeting room of the Rensselaer headquarters. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Bob Souza, Will Doty, and Barbara Gribble, trustees; and Cathy Salyers, library director. Others present were Rich Angle and Wayne Klinkhammer.

On a motion by Barbara Gribble, seconded by Bob Souza, the board approved the minutes of the February 14, 1984 meeting.

Insurance - Rich Angle, State Farm Insurance agent, presented a bid proposal on the library's insurance on the buildings and their contents. He stated that the only difference from the existing coverage and the proposed coverage was in the medical payments. Instead of \$500,000 per occurrence, they proposed 50,000; and after a brief discussion, the figure was changed to \$100,000. Following an extensive discussion, the board by consensus chose to stay with Consolidated Insurance at the current premium of \$2,043 as opposed to State Farm's proposal of \$2,077. The board directed Mrs. Salyers to put a discussion of insurance on the December agenda and to solicit bids on the insurance coverage before December 1, 1984.

Bills - On a motion by Bob Souza, seconded by Will Doty, the board approved the bills noting a change in the Consolidated Insurance bill from \$2,243 to \$2,043.

Financial Report - On a motion by Will Doty, seconded by Bob Souza, the board accepted the financial report.

Director's Report - Mrs. Salyers reported a 5% decrease in circulation over February 1983. Rensselaer and DeMotte circulation increased while Wheatfield decreased. Mrs. Salyers then distributed a proposed equipment loan policy. By consensus, the discussion was postponed until the next meeting.

Will Doty reported on the ILA/ILTA Conference. He and Bob Souza attended two meetings pertinent to trustees where they gathered some new ideas.

Application for State Funds - On a motion by Mary Linda Casey, seconded by Will Doty, the Board approved and signed the Application for State Funds.

Wheatfield Business - Will Doty reported his recommendations for the size of Wheatfield building. Based on the same formula Mr. VanHandel used, Mr. Doty stated that to adequately serve the present population, a building of at least 6,687.1 sq. ft. was needed at a cost of \$576,762.38. He further added that this figure did not allow for growth. After a discussion, the board decided to continue discussion at the next board meeting.

Executive Session - At 9:11 p.m. President Wright called the executive session to order to discuss a personnel matter. The executive session adjourned at 9:17 p.m.

Rensselaer Business - Mrs. Salyers reported that the shelves had been re-finished and moved to the main floor and that the videocassettes were now circulating. She reported that the Royal Neighbor's Insurance Co. donated \$100 to the Rensselaer Gift Fund. By consensus the Board agreed that the money would be used to purchase three videocassettes. Mrs. Gribble suggested

Minutes (continued).....March 12, 1984

that the videocassete collection concentrate on classic films.

On a motion by Will Doty, seconded by Mary Linda Casey, the meeting adjourned at 9:21 p.m.

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

Prepared By	Initials	Date
Approved By		

4804 (84804) - Buff
8804 (88804) - Green

	March 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appr.
	Librarian	19,500.00	1,625.00	4,875.00	14,625.00
	Assistants	113,527.00	9,504.14	28,903.85	84,623.15
	Janitorial	4,805.00	205.98	652.36	4,152.64
	Employee Benefits	15,445.00	1,687.12	3,269.37	12,175.63
	Other Personal Services	1,000.00			1,000.00
	Office Supplies	4,000.00	64.22	448.40	3,551.60
	Operating Supplies	1,950.00	253.94	507.98	1,442.02
	Repairs & Maint.	550.00	252.66	330.66	219.34
	Other Supplies	4,500.00		1,050.23	3,449.77
	Professional Services	1,000.00			1,000.00
	Communication & Trans.	11,700.00	568.46	1,684.09	10,015.91
	Printing & Advertising	600.00	12.85	12.85	587.15
	Insurance	3,900.00	2,043.00	2,103.00	1,797.00
	Utilities	11,550.00	1,111.61	3,421.34	8,128.66
	Repairs & Maint.	8,000.00	1,922.33	2,915.91	5,084.09
	Rental	451.00		371.28	79.72
	Dues, Interest	851.00		23.00	828.00
	Contracts	3,000.00	30.00	781.00	2,219.00
	Transfer to LIRF	10,000.00			10,000.00
	Land Improvement	1.00			1.00
	Furniture & Equipment	7,000.00	445.00	833.47	6,166.53
	Books	48,000.00	10,171.78	14,413.32	33,586.68
	Periodicals & Newspapers	8,000.00	368.05	1,306.31	6,693.69
	Nonprint Materials	3,000.00	1,101.29	1,101.29	1,898.71
	Bills Encumbered	3,350.94		3,350.94	.00
		<u>285,680.94</u>	<u>31,367.43</u>	<u>72,355.65</u>	<u>213,325.29</u>
	Ending Feb. Balance should have read		97,576.13		
	Minus Checks		- 31,706.84		
	Plus Deposits		<u>31,706.84</u>		
	Ending March 1984 Balance		68,001.58		

Jasper County Public Library
 North Van Rensselaer Street
 Rensselaer, Indiana 47978

Prepared By	Initials	Date
Approved By		

4804 (84804) — Bufl
 8804 (88804) — Green

	1	2	3	4
	March 1984			
1	Operating Balance	6,205.17		
2	Rensselaer Gift Fund	1,171.92		
3	DeMotte Gift Fund	640.48		
4	Wheatfield Gift Fund	126.48		
5	Total of Super Now Account - Northwest National Bank		8,144.05	
6				
7	Investments			
8	Bond Hi Fi Account	6,408.20		
9	Operating HiFi Account	24,734.68		
10	LIRF Hi Fi Account	3,714.65		
11	Operating CD	25,000.00		
12	Total Investments - Northwest National Bank		59,857.53	
13	Total of All Funds Ending March 1984		68,001.58	
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OPERATING FUND

BILLS TO BE ALLOWED.....APRIL 9, 1984

Utilities

City of Rensselaer	(3.51)	Rensselaer	\$ 483.29
NIPSCO	(3.51)	DeMotte	402.10
NIPSCO	(3.51)	Wheatfield	167.07
Northwestern Ind. Telephone Co.	(3.21)	DeMotte	55.16
United Telephone Co.	(3.21)	Rensselaer-\$221.08;	231.46
	(4.51)	Directories-\$10.38	
United Telephone Co.	(3.21)	Wheatfield	29.84
		TOTAL [A]	\$1,368.92

Other Claims

Ace Hardware	(4.40)	Wastebasket-W.-\$4.57;	16.12
	(2.21)	Janitorial Sup.-\$11.55	
American Library Assn.	(2.41)	Library Sup.-D.	25.50
American Technical Publishers, Inc.	(4.51)	Books	9.71
Apollo Engineering, Inc.	(2.21)	Fluorescent Lights	293.88
Arthritis Foundation	(4.51)	Books	3.00
Arthritis Foundation	(4.51)	Books	5.00
Associated Libraries, Inc.	(4.51)	Books	182.20
Baker & Taylor	(4.51)	Books	1,627.17
Becker, Margaret	(3.23)	Mileage-\$111.60;	151.60
	(3.96)	Snow Removal-\$40.00	
Bosgraaf Heating & Cooling	(3.61)	Furnace Repairs-D.	114.00
Brodart Inc.	(4.51)	Books-\$73.27;	147.01
	(2.41)	Sysdac Tape-\$73.74	
Campbell Printing	(4.40)	Rubber Stamps	23.41
Catalog Card Corporation	(4.51)	Book Kits	63.28
Childcraft Educational Corp.	(4.53)	Audio Visual Aids	164.67
Corning, Jacqueline	(3.23)	Mileage	46.50
Daugherty, Lynn	(3.24)	Prof. Meeting-\$132.81;	233.31
	(3.32)	Mileage-\$68.00;	
	(2.13)	Office Supplies-\$1.66;	
	(4.51)	Books-\$19.84;	
	(3.72)	P.O.Box Rental-D.-\$11.00	
Davis Plmbg., Htg., & A.C.	(3.61)	Repairs & Maint.-Rens. Bldg.	14.76
Demco Inc.	(4.40)	Floor Mat-Rens.-\$55.20;	72.10
	(4.51)	Book Processing Sup.-\$16.90	
DeMotte Carpet	(2.21)	Janitorial Supplies	4.75
DeMotte I.G.A.	(4.52)	Newspapers-\$8.00;	21.23
	(2.21)	Janitorial Sup.-\$13.23	
DeMotte Office Supply	(4.40)	Rubber Stamp & Binder-\$27.20;	41.51
	(2.13)	Office Supplies-\$11.46	
		GIFT FUND-DeMotte-\$2.85	
Donnelly, Pat	(3.61)	Repairs & Maint.-D. Bldg.	95.00
Ebsco Subscription Service	(4.52)	Magazine Subscriptions	3,175.38
Elias Sports Bureau	(4.51)	Books	10.95
Enter	(4.52)	Magazine Sub.-D.	12.95
Gaylord Bros, Inc.	(4.40)	Magazine Files-D.	182.76
Harvey's	(2.13)	Office Supplies	2.37
Heritage Office Products, Inc.	(2.13)	Office Supplies	40.97
Highsmith Co., Inc.	(4.40)	Headphones-R.	59.36
Hoover House	(4.40)	Vacuum Attachments	30.50
H.W. Wilson Co.	(4.51)	Books	32.00
Indiana Historical Society	(4.51)	Books	53.02

Bills To Be Allowed (continued).....April 9, 1984

Ingram Book Co.	(4.51) Books-\$33.83;	\$ 149.35
	(4.53) Cassettes-\$115.52	
Kibreah, Golam	(3.23) Mileage & Tolls	67.30
Marshall Cavendish Corp.	GIFT FUND-DeMotte (books)	279.95
Monroe	(2.42) Copy Paper	39.18
National Geographic Society	(4.51) Book-\$10.50;	35.50
	(4.52) Magazine Subs.-D & W.-\$25.00	
Nightingale-Conant Corp.	(4.53) Cassettes	38.00
Northwest National Bank	(3.72) Safety Deposit Box Rental	9.00
Office Treasure Chest	(4.40) Desk-Wheatfield	110.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up (DeMotte)	9.00
Postmaster General	(3.22) Stamps	50.00
Quality Paperback Book Club	(4.51) Books	30.42
Quill Corporation	(2.13) Office Supplies	33.96
Rand McNally & Company	(4.51) Book	178.18
Rensselaer Electric Supply	(2.21) Janitorial Supplies	22.00
Rensselaer Lumber Co.	(4.40) Panic Bar Plates	16.25
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Ribordy Drugs	(2.13) Office Supplies	9.57
R.R. Bowker	(4.51) Books	10.00
Salyers, Catherine A.	(3.23) Mileage-\$34.30;	50.20
	(4.53) Videocassettes-\$15.90	
Salyers, Catherine A.	PETTY CASH-DEMOTTE:	20.35
	(2.13) Office Sup.-\$3.17;	
	(2.21) Janitorial Sup.-\$17.18	
Salyers, Catherine A.	PETTY CASH-RENSSELAER:	18.75
	(3.22) Postage-\$13.87;	
	(4.51) Book-\$3.95;	
	(2.13) Office Sup.-\$.93	
Schultz Family Store	(4.40) Equipment-\$1.94;	9.62
	(2.21) Janitorial Sup.-\$7.68	
Sunshine House	(4.51) Book	22.20
Superintendent of Documents	(4.52) Periodicals-R.	3.25
Superintendent of Documents	(4.51) Books	48.00
Tom's SuperMarket	(2.21) Janitorial Sup.	6.71
Two Joe's Store	(4.51) Book Processing Sup.	18.69
Tysen's Country Store	GIFT FUND-DeMotte	4.23
Video Movie Center	(4.53) Videocassettes	95.40
Witty, Cheryl	(4.40) Wall Hanging	11.21
Yoder, Ethel	(3.23) Mileage	40.80
	TOTAL [B]	\$8,369.08
	TOTAL [A] & [B]	<u>\$9,738.00</u>

LONG RANGE CAPITAL IMPROVEMENT PLAN
1984-1995

After completing a space needs survey for the Jasper County Public Library System, the following conclusions were made:

1. The Rensselaer Library used as the Headquarters for the library system needs to be expanded by approximately 3,500 sq. ft. of useable space to meet current demands and fulfill the standards listed below.
2. The DeMotte Library used as a branch of the Jasper County Public Library System needs to be expanded by at least 1,800 sq. ft. to meet present demands and fulfill the standards listed below.
3. The Wheatfield Library used as a branch of the Jasper County Public Library System needs to be at least 5,200 sq. ft. to meet present demands and fulfill the standards listed below.

STANDARDS FOR SPACE REQUIREMENTS

1. One square foot allowed for each 10 volumes.
2. One square foot allowed for every 40 items circulated during a year.
3. Thirteen square feet allowed for every seat in a meeting room. Meeting room to allow for at least 50 people.
4. Six seats per 1,000 population for study area.
40 sq. ft. per study seat.

Capital improvements plan will include plans for automating library services based on recommendations following a feasibility study. Library automation will be for the purposes of increased service to the public, increased speed of service to the public, better utilization of staff, and facilitating cooperation with other libraries and library organizations.

Based on the conclusions of the space survey, the following are recommendations for a capital improvements plan incorporating library automation for the Jasper County Public Library System:

1. Build a building to replace Wheatfield's existing library. Building to be at least 6,000 square feet.*
2. Build a two-story addition to the Rensselaer Library of approximately 3,600 square feet.*
3. Remodel Demotte Library utilizing the basement as a children's room and meeting room. Plan for an addition to be at least 1,800 square feet.*
4. Contract for a feasibility study of library automation. Use recommendations to plan for the implementation of library automation.

*Figures based on the population remaining approximately the same for the next 10-20 years.

TIMETABLE FOR CAPITAL IMPROVEMENTS PLAN

- 1985 - Completion of library automation feasibility study
- 1986 - Wheatfield Building complete and operational
- 1989 - DeMotte Bond paid in full
- 1990 - DeMotte remodeling completed
Begin plans for building an addition
- 1995 - Addition (two-story) to the Rensselaer Building complete and operational
Installation & implementation of library automation complete.
- 1997 - Addition to the DeMotte building complete and operational

SPACE REQUIREMENTS

	RENSSELAER	DEMOTTE	WHEATFIELD
Population	10,516	7,838	5,747
Volumes	38,549	14,423	9,065
1983 Circulation	56,548	39,072	69,074
Proj. 1984 Circulation	59,375	54,701	42,660
Space requirements for existing collection and population (in square feet)			
Collection (1sq'/10 vol)	3,681	2,743	2,011
Seating (40sq'/seat) (6seat/1,000 population)	2,400	1,680	1,440
Circulation (1sq'/40 items circ.)	1,414	977	1,727
Meeting room (13sq'/seat)- (50 seats)	650	650	650
TOTAL	8,145 sq '	6,050 sq '	5,828 sq '
PRESENT USEABLE SPACE	4,811	4,200	600

4,670

TO: BOARD MEMBERS

FROM: CATHY SALYERS

RE: COMPUTERIZATION

The enclosed is a preliminary feasibility study on the implementation of library computerization for the Jasper County Public Library System. Mr. Kakarigi was contacted to discuss microcomputers and the library for the Rensselaer Friends group since the Friends wanted to raise money for purchasing a microcomputer. In the interest of continuity, Mr. Kakarigi and I decided that a study of the library's needs should be done before buying any equipment. This study would help us decide what we need and want thus giving us direction and a tool for making decisions regarding automation.

Mr. Kakarigi presented the following document. After a discussion, the Friends suggested the addition of patron (public) literacy and use to the project objectives. On the last page, he proposed a course of action, and the Friends committed \$250 toward the costs of the first study providing the library and the two other Friends groups paid equal amounts. It is not necessary that Mr. Kakarigi do the study, but I would suggest if we decide to proceed that he would be a most appropriate candidate. Of course we do have the choice not to proceed, but I believe inevitably we will become involved with computers, and we should begin preparations.

REVISED STATEMENT OF SCOPE AND OBJECTIVES: March 20, 1984.

Dubravko Kakarigi
Information Systems Consultant
405 Park Ave
Rensselaer, Ind 47978
Tel: 866-3989.

THE PROJECT : Rensselaer Public Library (RPL)

THE PROBLEM : Opportunity to computerize operation.

PROJECT OBJECTIVES : 1. To identify the areas of operation where computer could be most efficiently utilized. Some already identified are:

- circulation,
- information retrieval (catalogue),
- patron data base management,
- genealogy data base management, and
- office management (finance, accounting, personnel).

2. To identify suitable computer hardware and software alternatives.

3. To implement chosen alternative.

PROJECT SCOPE : The initial cost of this project will be between \$7,000 and \$20,000, depending on the alternative approach chosen.

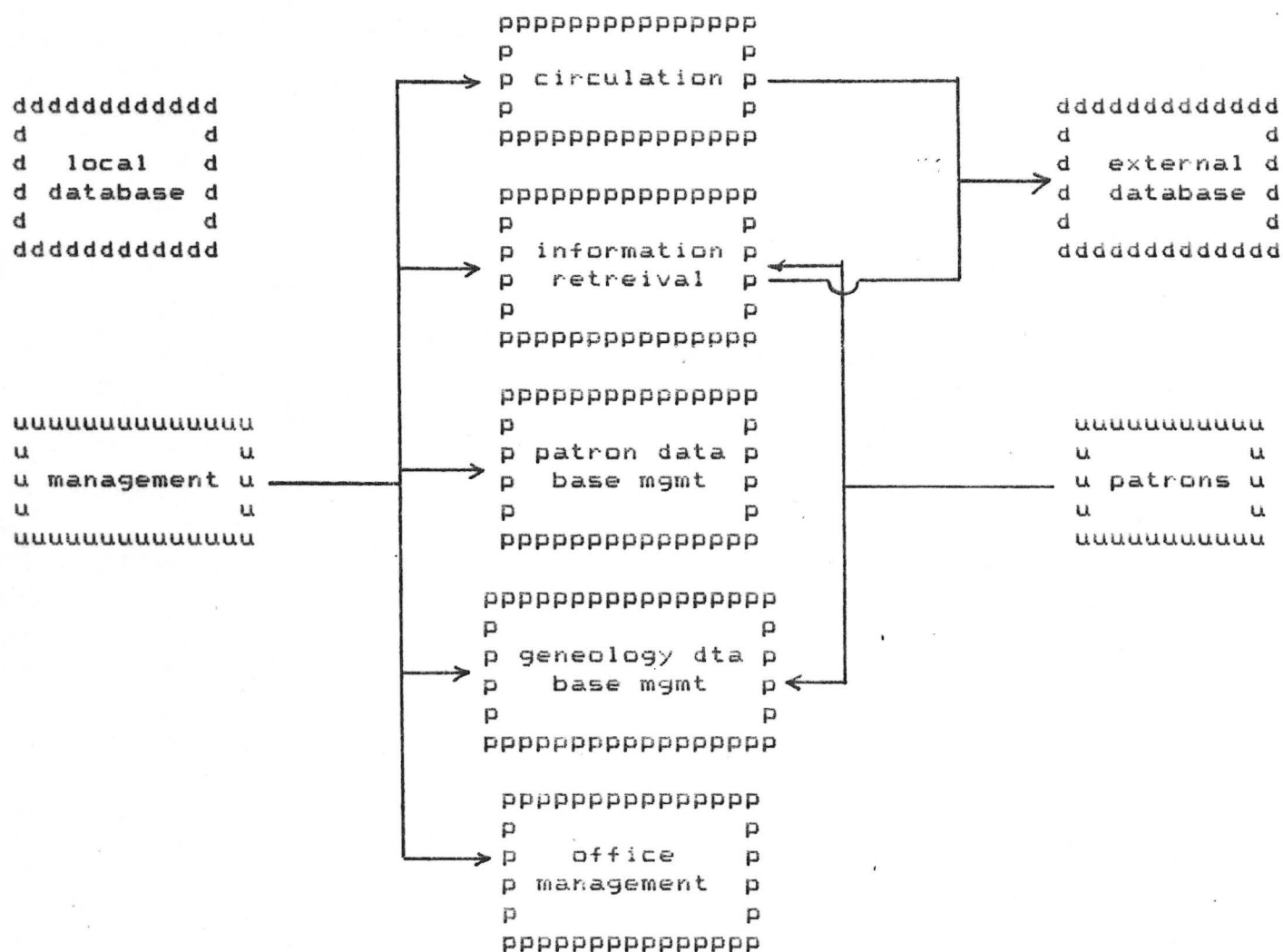
PRELIMINARY IDEAS : Purchase an IBM PC and implement available software.

THE FEASIBILITY STUDY : Feasibility study (presented tonight) consists of preliminary investigation of objectives 1 and 2 above. This part of the project was done by consultant at no cost to RPL.

FEASIBILITY STUDY

This feasibility study contains preliminary identification of areas of library's life where computer could be most efficiently utilized and it outlines the different approaches which library could undertake to satisfy the need to computerize operations.

First part thus outlines the conceptual information system as it exists in the library. This could be described in the following diagram:



There are five major processes, two groups of users, and two major data bases. Ideally all those parts of the system should be integrated into a single information system.

The question is now how to achieve said integration or maybe which level of integration to pursue and how to time it.

First survey of available hardware-software support shows that there is no one system available which would integrate all functions into one system. There are good management packages and also good library-specific software packages. Thus the following options appear to be feasible:

- I Acquire and maintain separate systems (one or both),
- II Acquire one of the systems (library software or management software) and develop the other around it, or
- III Develop integrated information system in house.

Which alternative is optimal can not be determined now. This is so because detailed analysis has not been performed yet (either of different options or of the needs).

It appears that first option is the least expensive (a circulation-patron single user system could be obtained for 6 to 7 thousand dollars). A disadvantage of the first option is that there is no guarantee that an integration could ever be achieved with such an approach.

The third option provides most flexibility since an integrated information system would be developed in house which means that it would be tailored to specific needs of Rensselaer Public Library present and future operation. This approach would mean larger investment but also probable larger returns (if they could effectively be measured in this case).

Since we are not able to comfortably choose an alternative now, I propose that the following be done:

1. Detailed analysis of each of the parts of information system in RPL. The outcome of this phase should be a thorough understanding of the needs. Analysis could take approximately three months and would cost \$1,000.
2. Design of different optional solutions. The outcome of this phase should be a recommendation of which option to pursue further. At the end of this phase RPL should be able to make a decision feeling that nothing was left to accident. Design phase should take and cost approximately the same as the analysis phase.
3. Detailed design and implementation of selected solution.

Finally, regardless of what action RPL chooses to take, I would like to assist if that would be useful.

AUDIO-VISUAL EQUIPMENT
INVENTORY LIST

- 3 BELL & HOWELL 16mm SOUNDFILM PROJECTORS (one at each library)
- 1 AVES 16mm SOUND FILM PROJECTOR
- 1 STANDARD FILMSTRIP/SLIDE PROJECTOR
- 1 DUKANE SOUND SYNCHRONIZED FILMSTRIP PROJECTOR
- 1 CAROUSEL SLIDE PROJECTOR (140 slot tray)
- 1 NEWCOMB STEREO/MONO RECORD PLAYER
- 1 PORTABLE MOVIE SCREEN
- 1 LARGE TAKE-UP REEL
- 1 BELL & HOWELL AUDIO CASSETTE RECORDER (not for loan)
- 3 AUDIO CASSETTE RECORDERS (one at each library)
- 1 MICROFICHE READER (not for loan)
- 1 MICROFILM READER (not for loan)
- 1 JVC VIDEO CASSETTE PLAYER/RECORDER
- 1 JVC VIDEO CAMERA
- 1 PANASONIC 26" MONITOR (not for loan)
- 1 TRIPOD VIDEO CAMERA STAND
- 3 TIMEX/SINCLAIR COMPUTERS (one at each library)
- 4 POLAROID SUN CAMERAS (2 at Rensselaer and one each at DeMotte & Wheatfield)
- 1 PORTA-Scribe OVERHEAD PROJECTOR

AUDIO-VISUAL EQUIPMENT LOAN POLICY

1. All audio-visual equipment may be borrowed for a period of 24 hours except for the computer and polaroid camera or unless special arrangements have been made through the branch supervisor or branch librarian. The computer may be borrowed for one week with no renewals and the camera for three days with no renewal.
2. All equipment except the Polaroid camera and the computer require a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The computer requires a \$5.00 deposit and has no fee, and the Polaroid camera has no fee or deposit required. NO FEE WILL BE CHARGED FOR USE OF EQUIPMENT IN THE LIBRARY.
3. All equipment may be borrowed by anyone 18 years of age or older except for the computer which may be borrowed by anyone 14 years of age or older and the VIDEO CAMERA which can only be checked out by an organization who wishes to borrow the videocassette recorder. The representative of the organization must be 18 years of age or older.
4. Any individual or representative of a group must have a valid library card from the Jasper County Public Library and be a cardholder in good standing in order to check out any audio-visual equipment. *Children's Cards may not be used to check out equipment when 18 years old is required.*
5. Any individual or representative of a group must pay the fee before equipment is checked out.
6. ANYONE BORROWING THE VIDEOCASSETTE RECORDER & CAMERA MUST BE GIVEN INSTRUCTIONS ON THE USE OF THE EQUIPMENT. AN APPOINTMENT MUST BE MADE AT LEAST ONE WEEK IN ADVANCE OF BORROWING THE EQUIPMENT.
7. The representative or individual must sign a responsibility agreement. The organization or individual is responsible for replacement or repair costs beyond normal wear.
8. FINES: COMPUTER \$1.00 per day
 POLARIOD Camera \$0.10 per day
 All other equipment _____
9. ALL EMPLOYEES AND BOARD MEMBERS OF THE JASPER COUNTY PUBLIC LIBRARY ARE EXEMPT FROM PAYING ANY FEES, DEPOSITS, OR FINES, BUT THEY ARE RESPONSIBLE FOR REPAIR OR REPLACEMENT COSTS BEYOND NORMAL WEAR.

Dallas finds books return fast after \$50 a day fines are set

The Dallas Public Library reports that returns of long overdue books and payment of fines on them are running almost three times the comparable 1983 figures. The Library asked for and got the stiff new penalty in an attempt to deal with a backlog of over 600,000 missing books and some 14,000 seriously delinquent borrowers.

When the \$50 a day fines were proposed, fears were expressed in the City Council that the only outcome would be to make people angry at the Council. The library, however, reassured them that the harsh fine would be a last resort measure aimed only at serious offenders.

MAY

AGENDA.....MAY 14, 1984

1. Minutes
2. Bills/Financial Report
3. Director's Report
4. Wheatfield Business
5. DeMotte Business
6. Rensselaer Business

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING April 19 84

	19 <u>83</u>	19 <u>84</u>
Monthly Circulation	<u>14,864</u>	<u>14,320</u>
Daily Average	<u>594</u>	<u>573</u>
January to Date		<u>53,931</u>
Total Circulation	<u>58,904</u>	<u>54,677</u>

Rensselaer	<u>218</u> /day
DeMotte	<u>152</u> /day
Wheatfield	<u>254</u> /day

Down 7%

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	49		45	851	42		1	542	19			483
Non-Fiction	95		93	1342	100			735	31			473
Paperbacks	14		7	844	3			480	1			2448
CHILDREN'S BOOKS:												
Fiction	71		1	1121	12			1112	24			772
Non-Fiction	50			405	54			295	63			221
FILMSTRIPS				1								
MAGAZINES:												
Adult				243				376				219
Children				15								
MAPS, PICTURES, PHOTOS, PRINTS Camera, Video, Etc				160				83				278
MICROFILM												
PAMPHLETS	29		47	258				94				6
SOUND RECORDINGS			5	209				77				177
TOTALS	308		198	5449	211		1	3794	138			5077

up 10%

up 19%

down 25%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

April

19 ⁸⁴

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	46	37	1
b. Received	32	32	0
c. Outstanding	14	5	1
d. Films			
No. of Films	5		
No. of Viewers	130		
2. REGISTRATION			
a. Borrowers Added	R 34 C 44	67	5
b. Total Registered	7,297		
3. REFERENCE QUESTIONS			
a. Telephone	271	134	216
b. In Person	321	130	273
4. LOCAL HISTORY-GENEALOGY			
a. In person	71		
b. Microfilms Used	7		
c. Research by Mail	12		
d. Oral Histories			

Jasper County Public Library

North Van Ren Street

Rensselaer, Indiana 47978

		1	2	3	4	
	April 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	19,500.00	1,625.00	6,500.00	13,000.00	1
2	Assistants	113,527.00	9,492.50	38,396.35	75,130.65	2
3	Janitorial	4,805.00	346.51	998.87	3,806.13	3
4	Employee Benefits	15,445.00	802.53	4,071.90	11,373.10	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	104.09	552.49	3,447.51	6
7	Operating Supplies	1,950.00	359.00	866.98	1,083.02	7
8	Repairs and Maint.	550.00		330.66	219.34	8
9	Other Supplies	4,500.00	156.40	1,206.63	3,293.37	9
10	Professional Services & Serv.	1,000.00			1,000.00	10
11	Communication & Trans.	11,700.00	924.86	2,608.95	9,091.05	11
12	Printing & Advertising	600.00		12.85	587.15	12
13	Insurance	3,900.00		2,103.00	1,797.00	13
14	Utilities	11,550.00	1,052.46	4,473.80	7,076.20	14
15	Repairs & Maint.	8,000.00	223.76	3,139.67	4,860.33	15
16	Rental	726.00	9.00	380.28	345.72	16
17	Dues	851.00		23.00	828.00	17
18	Contracts	2,725.00		851.00	1,874.00	18
19	LIRF	10,000.00			10,000.00	19
20	Land	1.00			1.00	20
21	Furniture & Equipment	7,000.00	463.04	1,296.51	5,703.49	21
22	Books	48,000.00	2,452.11	16,865.43	31,134.57	22
23	Periodicals	8,000.00	3,234.96	4,541.27	3,458.73	23
24	Non-print	3,000.00	429.49	1,530.78	1,469.22	24
25	Bills Encumbered	3,350.94		3,350.94	.00	25
26		<u>285,680.94</u>	<u>21,745.71</u>	<u>94,101.36</u>	<u>191,579.58</u>	26
27						27
28						28
29	Ending March Balance		68,001.58			29
30	Less Checks		- 22,092.09			30
31	Plus Deposits		+ 964.05			31
32	Ending April Balance		<u>46,873.54</u>			32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40



45-604 EYE-EASE
45-704 20/20 BUFF
Made in U.S.A.

Jasper County Public Library

North Van Ren. Street

Rensselaer, Indiana 47978

		1	2	3	4
	April 1984				
1	Operating Balance		6415.07		
2	Rensselaer Gift Fund		1121.01		
3	DeMotte Gift Fund		353.45		
4	Wheatfield Gift Fund		126.48		
5	Total of Super Now Account - Northwest National Bank			8,016.01	
6					
7	Investments				
8	Bond Hi Fi Account	6,408.20			
9	Operating Hi Fi Account	3734.68			
10	LIRF Hi Fi Account	3714.65			
11	Operating CD	25000.00			
12	Total Investments			<u>38,857.53</u>	
13	Total of All Funds ending April 1984			46,873.54	
14					
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20					
21					
22					
23					
24					
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40					

MINUTES.....APRIL 9, 1984

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. on April 9, 1984 in the meeting room of the Rensselaer headquarters. Those present were Mary Linda Casey, vice-president; Miriam Lawyer, secretary; Will Doty, Barbara Gribble, Joan Ostler, trustees; and Cathy Salyers, director. Frank Wright joined the meeting at 8:30 p.m.

On a motion by Joan Ostler, seconded by Will Doty, the minutes of the March 12, 1984 meeting were approved.

On a motion by Barbara Gribble, seconded by Miriam Lawyer, the Board voted to approve the Bills To Be Allowed and accept the financial report.

Director's Report: Mrs. Salyers presented the monthly circulation report noting that DeMotte's and Rensselaer's circulation increased by 33% and 17% respectively, and Wheatfield's circulation decreased by 45%. She then presented copies of the annual report.

There was a discussion of the new law regarding the appointing authorities for library board members. Mrs. Salyers reported that the next two judge appointments, Bob Souza and Barbara Gribble, will now be appointed by the County Council, and the third judge appointment, Will Doty, shall be appointed by the presidents of the Kankakee Valley and West Central School Boards.

Mrs. Salyers presented a copy of the ad in the newspaper concerning National Library Week, April 8-14. She reported that Mary Martin was responsible for designing the ad.

There was a discussion of the preliminary feasibility study on library automation submitted by Dubravko Karkarigi to Mrs. Salyers. The Board directed Mrs. Salyers to proceed with contacting the "Friends" groups about sharing the expense of a detailed analysis of the library's needs in regards to automation. It was noted that the Rensselaer Friends Group has already committed \$250 toward meeting the expense.

On a motion by Joan Ostler, seconded by Will Doty, the Board adopted and signed the following resolution:

BE IT RESOLVED by the governing body of the Jasper County Public Library, that it does hereby adopt the Joint Agreement Establishing the Indiana Cooperative Library Services Authority on April 9, 1984

Be it Further resolved that Cathy Salyers is hereby appointed a director to the Indiana Cooperative Library Services Authority Board representing our organization effective upon approval of membership.

Following a discussion of the Equipment Loan Policy, there was a motion by Miriam Lawyer, seconded by Will Doty, to adopt the Equipment Loan Policy amended to read: that the videocamera and videocassette player will be used only in the library buildings during library hours for one year. The motion passed.

The Board directed Mrs. Salyers to put the Meeting Room Policy on the agenda for the next meeting for possible revision.

Minutes (continued).....April 9, 1984

The Board briefly discussed a proposed Capital Improvement Plan.

Wheatfield Business: Following a lengthy discussion, Frank Wright made a motion, seconded by Miriam Lawyer, that a new building be erected to replace the existing Wheatfield Library with a building to be at least 4,800 gross square feet and not to exceed 5,000 gross square feet and to be built with consideration for future expansion. The motion passed with a vote of 4 yeas, 1 nay, and 1 abstention.

It was further decided by consensus that F. Wright, W. Doty, M. Lawyer, C. Salyers, and Ralph VanHandel, building consultant, would approach the K-V School concerning acquiring land for the new building. The building is to be brick, one-story, and meet all requirements for a public building. Mrs. Salyers was directed to draft a letter to the K-V School Board to ask for placement on their April 23 meeting's agenda and to contact Mr. Ralph Van Handel concerning this meeting.

Rensselaer Business: Mrs. Salyers reported that 796 books were processed last month. The book Knock Wood was being purchased through a donation by Psi Iota Xi Sorority. An architect from Ohio visited last month and stated that in comparison to other Carnegie libraries, Rensselaer's building was in good condition.

Mrs. Salyers noted that she placed consideration of the library's insurance on the board's calendar for every two years.

It was agreed by consensus that the June meeting will be held in DeMotte.

On a motion by Will Doty, seconded by Barbara Gribble, the meeting adjourned at 9:15 p.m.

OPERATING FUND

BILLS TO BE ALLOWED.....MAY 14, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 521.66
NIPSCO	(3.51) DeMotte	298.39
NIPSCO	(3.51) Wheatfield	105.45
Northwestern Ind. Telephone Co.	(3.21) DeMotte	55.16
United Telephone Co.	(3.21) Rensselaer	157.69
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$1,168.19

Other Claims Allowed

Ace Hardware	(2.32) Paint & Supplies-\$60.44;	\$ 96.27
	(2.31) Repairs & Maint.-\$35.83	
American Technical Publ., Inc.	(4.51) Books	76.76
Arco Publishing, Inc.	(4.51) Books	56.72
Baker & Taylor	(4.51) Books	3,843.70
Becker, Margaret	(3.23) Mileage	99.20
Brodart, Inc.	(4.51) Books-\$125.35;	251.61
	(2.41) Sysdac Tape-\$74.01;	
	(3.72) Sysdac Rental-\$52.25	
Campbell Printing Co., Inc.	(4.40) Rubber Stamps	7.06
Center for Applied Research in Education	(4.51) Books	26.87
Consolidated Insurance Agency	(3.41) Bond-Director	80.00
Daugherty, Lynn	(3.23) Mileage	33.60
Demco Inc.	(4.40) Filing Racks-D.-\$88.18;	250.79
	(4.51) Book Processing Sup.-\$162.61	
DeMotte Hardware	(2.32) Painting Supplies-D.	2.69
DeMotte I.G.A.	(4.52) Newspapers-D.	7.00
DeMotte Office Supply	(2.13) Office Supplies-D.	8.40
Doty, Will	(3.23) Mileage	20.00
Ebsco Subscription Service	(4.52) Magazine Sub.-R.	19.00
Fase's Gas & Appliance	(4.40) Dehumidifier-D.	209.00
Fideler	(4.51) Book	10.65
Gene's Wall & Floor Covering	(4.40) Carpeted Bulletin Board-D.	47.30
Glencoe Publishing Co., Inc.	(4.51) Books	260.00
Harvard Medical School Health Letter	(4.52) Periodical Sub.-R.-\$15.00;	22.25
	(4.40) Binder-\$7.25	
Harvey's	(4.51) Contact Paper	24.75
Heckman Bindery, Inc.	(4.51) Book Repairs	224.10
Heritage Office Products, Inc.	(2.13) Office Supplies	72.20
Highsmith Co., Inc.	Gift Fund-R.-(Cassette Recorder)	131.63
Hoover House	(2.21) Janitorial Supplies	3.50
H.W. Wilson Co., Inc.	(4.51) Book Subscriptions	240.00
Indiana Civil Liberties Union	(4.51) Books-\$13.20;	55.15
	(4.52) Periodicals-\$41.95	
Ingram Book Co.	(4.51) Books	257.50
John Botsford Book Co.	(4.51) Books	16.65
Kaper's Bldg. Materials, Inc.	(2.31) Repairs & Maint. Supplies-D.	59.82
Knight's Warehouse	(2.21) Janitorial Supplies	7.93
Macmillan Publishing Co.	(4.51) Books	492.00
Mehay, Norma	(3.23) Mileage	8.80
Mid-York Library System	(4.52) Publications Sub.-D.	17.00
Monroe	(2.42) Developer	25.00
National Geographic Society	(4.51) Books	16.95
Nesius, Mike	(3.62) Repairs & Maint.-R.	100.00

Bills To Be Allowed (Continued).....May 14, 1984

NIALSA	(3.24) Professional Meeting	\$ 4.00
NIALSA	(3.22) Postage for Films	6.00
Office Treasure Chest	(4.40) File Drawers-R.	72.00
Olympia Book Co., Inc.	(4.51) Books	349.46
Ooms Bros. Disposal Service	(3.95) Trash Pick-up-DeMotte	9.00
Penninga Sales & Service	(2.33) Vacuum Repairs-D.	11.50
Postmaster General	(3.22) Stamps	100.00
PPI	(4.52) Publications	105.19
Quality Paperback Book Club	(4.51) Books	33.81
RECI	(4.52) Cassettes	280.89
Rensselaer Lumber Co.	(2.31) Repairs & Maint. Sup.	26.50
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Advertisement	189.00
Ribordy Drugs	(4.51) Book-\$5.90;	9.49
	(4.53) Cassette-\$3.59	
Salyers, Catherine A.	(3.23) Mileage-\$39.20;	54.74
	(4.51) Contact Paper-\$15.54	
Salyers, Catherine A.	PETTY CASH - DeMotte:	23.60
	(3.22) Postage-\$19.13;	
	(4.51) Book-\$2.00;	
	(2.13) Office Sup.-\$2.47	
Salyers, Catherine A.	PETTY CASH - Rensselaer:	35.38
	(3.22) Postage-\$21.13;	
	(2.21) Janitorial Sup.-\$14.25	
Schultz's Family Store	(4.40) Lamp-R.-\$16.15;	48.84
	(2.21) Janitorial Sup.-\$2.12;	
	(2.32) Paint-R.-\$23.40;	
	(2.13) Office Sup.-\$7.17	
Sears, Roebuck & Co.	(4.40) Slipcovers	169.03
Silver Burdett Co.	(4.51) Books	172.76
Smith's True Value	(3.61) Repairs & Maint.-Bldg.	7.32
Spall's Carpet & Cleaning	(3.61) Repairs & Maint.-Bldg.	475.00
STTV & A/V Service, Inc.	(2.41) Projection Bulbs	28.39
Story House Corporation	(4.51) Books	15.75
Superintendent of Documents	(4.51) Books	61.00
Thomas Bouregy & Co., Inc.	(4.51) Books	23.75
Tom's Supermarket	(2.21) Janitorial Supplies	11.77
Tysen's Country Grocery	(2.21) Janitorial Sup.-\$10.43;	13.46
	GIFT FUND-D.-\$3.03	
Upstart	(2.41) Library Materials	197.34
Victor hotho & Co.	(4.53) Records (LPs)	133.81
	TOTAL [B]	\$9,791.58
	TOTAL [A] & [B]	<u>\$10,959.73</u>

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

The Jasper County Public Library Board hereby resolves to transfer \$275 from 3.9 Other, Interviewing and Moving Expenses to 3.7 Rentals, Equipment within major classification (3) Other Services and Charges.

<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Appropriated</u>
Rentals, Equipment	\$ 275	\$ 275

<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Reduced</u>
Interviewing & Moving Expenses	\$ 275	\$ 275

Robert Souza
Frank Dwight
Miriam Sawyer
Joan Oster

Mary Linda Casey
William P. Doty

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1984

Jasper County Public Library

Jasper County

Prepare a separate estimate for each fund.			
<u>Operating</u> FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian	19,500	19,500	19,500
Salary of Assistants	113,527		
.....			
.....			
.....		113,527	113,527
Salary of Treasurer			
Wages of Janitors	4,805	4,805	4,805
Employee Benefits			
Employer's Share - F.I.C.A.	9,645		
Unemployment Compensation	3,000		
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance	2,800		
Sick Pay			
Other Employee Benefits		15,445	15,445
Other Personal Services			
.....	1,000	1,000	1,000
.....			
Total Personal Services		154,277	154,277
2. Supplies			
Office Supplies			
Official Records	700		
Stationery and Printing	500		
Other Office Supplies	2,800	4,000	4,000
Operating Supplies			
Cleaning and Sanitation Supplies	1,750		
Fuel, Oil and Lubricants	100		
Other Operating Supplies	100	1,950	1,950
Repair and Maintenance Supplies			
Building Materials and Supplies	200		
Paint and Painting Supplies	200		
Repair Parts	150		
Other Repair and Maintenance Supplies		550	550
Other Supplies			
Library Supplies	2,000		
Other Supplies	2,500	4,500	4,500
Total Supplies		11,000	11,000
3. Other Services and Charges			
Professional Services			
Consulting Services	500		
Engineering and Architectural Services	500		
Legal Services			
Other Professional Services		1,000	1,000
Communication and Transportation			
Telephone and Telegraph	3,500		
Postage	3,000		
Traveling Expense	3,200		
Professional Meetings	1,750		
Freight and Express	250		
.....			
.....			
.....		11,700	11,700
Printing and Advertising			
Advertising and Publication of Notices	300		
Printing, Other Than Office Supplies	300	600	600
Insurance			
Official Bonds	150		
Other Insurance	3,750	3,900	3,900

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas	5,000		
Electricity	6,000		
Water	275		
Waste Disposal Services	275	11,550	11,550
Repairs and Maintenance			
Buildings and Structures	7,500		
Equipment	500	8,000	8,000
Rentals			
Real Estate	1		
Equipment	450	451	451
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
Dues	500		
Interest on Temporary Loans	350		
Taxes and Assessments	1	851	851
Transfer to Library Improvement Reserve Fund	10,000	10,000	10,000
Maintenance Contracts	1,500		
Lawn Maintenance & Snow Removal	1,000		
Interviewing & Moving Expenses	500	3,000	3,000
Total Other Services and Charges		51,052	51,052
4. Capital Outlays			
Land	1		
Buildings			
Improvements Other Than Buildings		1	1
Furniture and Equipment	7,000	7,000	7,000
Other Capital Outlays			
Books	48,000	48,000	48,000
Periodicals and Newspapers	8,000	8,000	8,000
Nonprinted Materials (Microforms & Audio-visuals)	3,000	3,000	3,000
Total Capital Outlays		66,001	66,001
Fund Total		282,330	282,330

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Jasper
County Public Library

Library for the calendar year 1984 for the purposes therein specified.

Date this _____ day of _____ 19____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1985

Jasper Co. Public LibraryJasper County

Prepare a separate estimate for each fund.

<u>Operating</u> FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian	20,016	20,016	
Salary of Assistants	122,377		
.....			
.....		122,377	
Salary of Treasurer			
Wages of Janitors	4,930	4,930	
Employee Benefits			
Employer's Share - F.I.C.A.	10,000		
Unemployment Compensation	4,000		
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance	3,500		
Sick Pay			
Other Employee Benefits		17,500	
Other Personal Services			
.....	1,000	1,000	
Total Personal Services		165,823	
2. Supplies			
Office Supplies			
Official Records	750		
Stationery and Printing	550		
Other Office Supplies	3,000	4,300	
Operating Supplies			
Cleaning and Sanitation Supplies	2,000		
Fuel, Oil and Lubricants	100		
Other Operating Supplies	100		
Repair and Maintenance Supplies			
Building Materials and Supplies	300		
Paint and Painting Supplies	250		
Repair Parts	150	750	
Other Repair and Maintenance Supplies			
Other Supplies			
<u>Library Supplies</u>	2,500		
<u>Other Supplies</u>	3,000	5,500	
Total Supplies		12,700	
3. Other Services and Charges			
Professional Services			
Consulting Services	500		
Engineering and Architectural Services	500		
Legal Services			
Other Professional Services	1,500	2,500	
Communication and Transportation			
Telephone and Telegraph	3,750		
Postage	3,000		
Traveling Expense	3,500		
Professional Meetings	2,000		
Freight and Express	250		
.....			
.....		12,500	
Printing and Advertising			
Advertising and Publication of Notices	300		
Printing, Other Than Office Supplies	300	600	
Insurance			
Official Bonds	250		
Other Insurance	3,750	4,000	

3. Other Services and Charges (continued)

Utility Services

Gas	5,500		
Electricity	6,500		
Water	300		
Waste Disposal Services	300	12,600	

Repairs and Maintenance

Buildings and Structures	7,500		
Equipment	500	8,000	

Rentals

Real Estate	1		
Equipment	800	801	

Debt Service

Payment of Bonds			
Interest - Bonds			

Other

Dues	500		
Interest on Temporary Loans	350		
Taxes and Assessments	1	851	
Transfer to Library Improvement Reserve Fund	5,000	5,000	
<u>Maintenance Contracts</u>	1,750		
<u>Lawn Maintenance & Snow Removal</u>	1,200		
<u>Interviewing & Moving Expenses</u>	500	3,450	
Total Other Services and Charges		48,802	

4. Capital Outlays

Land	1		
Buildings		1	
Improvements Other Than Buildings			
Furniture and Equipment	7,000	7,000	
Other Capital Outlays			
Books	48,000	48,000	
Periodicals and Newspapers	6,000	6,000	
Nonprinted Materials (Microforms & Audio-visuals)	6,500	6,500	

Total Capital Outlays 67,501

Fund Total 296,326

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the _____

Library for the calendar year 19____ for the purposes therein specified.

Date this _____ day of _____ 19____

Members of Library Board

Members of Library Board

"BUDGET B"

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 85

Jasper Co. Public Library

Jasper County

Prepare a separate estimate for each fund.			
Operating FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian	20,520	20,520	
Salary of Assistants	128,155		
		128,155	
Salary of Treasurer			
Wages of Janitors	4,930	4,930	
Employee Benefits			
Employer's Share - F.I.C.A.	10,000		
Unemployment Compensation	4,000		
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance	3,500		
Sick Pay			
Other Employee Benefits		17,500	
Other Personal Services			
	1,000	1,000	
Total Personal Services		172,105	
2. Supplies			
Office Supplies			
Official Records	750		
Stationery and Printing	550		
Other Office Supplies	3,000	4,300	
Operating Supplies			
Cleaning and Sanitation Supplies	2,000		
Fuel, Oil and Lubricants	100		
Other Operating Supplies	100	2,200	
Repair and Maintenance Supplies			
Building Materials and Supplies	300		
Paint and Painting Supplies	250		
Repair Parts	150		
Other Repair and Maintenance Supplies		700	
Other Supplies			
Library Supplies	2,500		
Other Supplies	3,000	5,500	
Total Supplies		12,700	
3. Other Services and Charges			
Professional Services			
Consulting Services	500		
Engineering and Architectural Services	500		
Legal Services			
Other Professional Services	1,500	2,500	
Communication and Transportation			
Telephone and Telegraph	3,750		
Postage	3,000		
Traveling Expense	3,500		
Professional Meetings	2,000		
Freight and Express	250		
		12,500	
Printing and Advertising			
Advertising and Publication of Notices	300		
Printing, Other Than Office Supplies	300	600	
Insurance			
Official Bonds	250		
Other Insurance	3,750	4,000	

Utility Services

4. Capital Outlays

Library for the calendar year 19__ for the purposes therein specified.

Members of Library Board

Members of Library Board

AGENDA.....JUNE 11, 1984

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 Sale of Unused Property
 - 3.3 1985 Budget
 - 3.4 Sysdac Machines
4. Wheatfield Business
5. Rensselaer Business
6. DeMotte Business

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING May 1984

	<u>1983</u>	<u>1984</u>
Monthly Circulation	<u>13,626</u>	<u>12,100</u>
Daily Average	<u>568</u>	<u>465</u>
January to Date		<u>65,931</u>
Total Circulation	<u>71,720</u>	<u>66,777</u>

Rensselaer	<u>192</u> /day
DeMotte	<u>149</u> /day
Wheatfield	<u>142</u> /day

Down 7%

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	114		4	790	38		1	615	31			386
Non-Fiction	144		480	1011	59		1	656	25			249
Paperbacks	9		2	817	6			483	1			1294
CHILDREN'S BOOKS:												
Fiction	28			1126	18			1219	10			672
Non-Fiction	68			334	8			337	23			212
FILMSTRIPS				35								2
MAGAZINES:												
Adult				237			1	353				171
Children				42								
MAPS, PICTURES, PHOTOS, PRINTS VHS, CED	9			120				75				156
MICROFILM												
PAMPHLETS	109			267				65				3
SOUND RECORDINGS	21			205				58				110
TOTALS	502		486	4984	129		3	3861	90			3255

up 32%

up 22%

down 54%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

May

19⁸⁴

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Filled 49 for DeMotte & 7 for Wheat. 30	48	0
b. Received	25	36	0
c. Outstanding	5	12	0
d. Films			
No. of Films	4		
No. of Viewers	100		
2. REGISTRATION			
a. Borrowers Added	R 33 C 52	60	19
b. Total Registered	7,432		
3. REFERENCE QUESTIONS			
a. Telephone	214	205	94
b. In Person	300	226	113
4. LOCAL HISTORY-GENEALOGY			
a. In person	15		
b. Microfilms Used	3		
c. Research by Mail	5		
d. Oral Histories			

MINUTES.....MAY 14, 1984

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. on May 14, 1984 in the meeting room of the Rensselaer headquarters. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Miriam Lawyer, secretary; Joan Ostler, Bob Souza, and Will Doty, trustees; and Cathy Salyers, library director.

Minutes: On a motion by Bob Souza, seconded by Will doty, the minutes of the April 9, 1984 meeting were approved.

Bills/Financial Report: On a motion by Miriam Lawyer, seconded by Joan Ostler, the Board accepted the financial report.

On a motion by Joan Ostler, seconded by Miriam Lawyer, the bills were approved.

On a motion by Mary Linda Casey, seconded by Bob Souza, the Board voted to transfer \$275 from 3.9 Other, Interviewing and Moving Expenses to 3.7 Rentals, Equipment for the purpose of renting a Bataphone from Baker & Taylor to be used for ordering books.

Budget: Will Doty and Bob Souza presented their recommendation for the 1985 budget. Total budget is to be \$308,107 which is a 9.1% increase over 1984. Mrs. Salyers presented a salary schedule totaling \$153,605 which is a 11.97% increase over 1984. Mrs. Salyers indicated that the proposed 1985 budget had increases in utilities, salaries, books, and audio-visual appropriations. LIRF was decreased \$2,500 from the 1984 amount of \$10,000. After a lengthy discussion and on a motion by Bob Souza, the board voted to accept the proposed Budget "B" as the budget to be advertised for 1985; set the director's salary at \$21,000; and total salary appropriated at \$153,605 excluding employee benefits.

Director's Report: Mrs. Salyers presented a price quote from Heritage Office Products for two copiers, MITA Model 213RE at \$2,900 and MITA Model DC-111 at \$1,245. Mrs. Salyers reported that these prices were equal to the price quote from Monroe which carries the same copiers. On a motion by Will Doty, seconded by Miriam Lawyer, the Board voted to purchase the copiers at the above prices from Heritage Office Products. The Board directed Mrs. Salyers to investigate service contracts and to purchase the most advantageous one for each copier.

Circulation: Mrs. Salyers reported that circulation was up 10% and 19% at Rensselaer and DeMotte respectively and down 25% at Wheatfield. Wheatfield is beginning to show a trend upward over the last few months.

Mrs. Salyers reported that she sent a copy of the payment schedule for our bond to the state as requested.

On a motion by Joan Ostler, seconded by Miriam Lawyer, the Board voted to sign a contract with NIALSA for use of NIALSA films from July 31, 1984 to July 31, 1985.

MINUTES (continued).....May 14, 1984

Wheatfield Business: Mrs. Salyers reported that she has contacted Mr. Moriarty and Mike Kingman concerning the land for the Wheatfield Library, but she hasn't heard from them. Bob Winters told Mrs. Salyers that the septic system would fit behind the present building so that the library would only need lots 11 and 12 minus the foot wide strip of the K-V parking lot.

Will Doty and Cathy Salyers reported on their visit to other libraries and presented floor plans and pictures.

Rensselaer Business: Mrs. Salyers read from a report by Mary Kay Martin that at Rensselaer the carpets have been cleaned; educational videocassettes have been received from the State Library; the dead shrubs are to be removed; and the Children's Room desk and the refrigerator in the staff lounge have been painted.

Will Doty mentioned that the Board should begin planning to acquire land for future expansion at DeMotte and Rensselaer.

Frank Wright asked Mrs. Salyers to contact the city about getting reserved library parking signs on both Angelica and Van Rensselaer Streets; and that he would discuss allowing the staff to park in the Methodist parking lot during library hours.

On a motion by Miriam Lawyer, seconded by Bob Souza, the meeting adjourned at 9:04 p.m.



Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

	May 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Apr.
1	Librarian	19,500.00	1,625.00	8,125.00	11,375.00
2	Assistants	113,527.00	9,586.64	47,982.99	65,544.01
3	Janitorial	4,805.00	183.33	1,182.20	3,622.80
4	Employee Benefits	15,445.00	799.31	4,871.21	10,573.79
5	Other Personal Services	1,000.00			1,000.00
6	Office Supplies	4,000.00	90.24	642.73	3,357.27
7	Operating Supplies	1,950.00	16.37	883.35	1,066.65
8	Repairs & Maint.	550.00	217.98	548.64	1.36
9	Other Supplies	4,500.00	324.74	1,531.37	2,968.63
10	Professional Services	1,000.00			1,000.00
11	Communication & Trans.	11,700.00	652.77	3,261.72	8,438.28
12	Printing & Advertising	600.00	189.00	201.85	398.15
13	Insurance	3,900.00	80.00	2,183.00	1,717.00
14	Utilities	11,550.00	925.50	5,399.30	6,150.70
15	Repairs & Maint.	8,000.00	618.15	3,757.82	4,242.18
16	Rental	451.00	52.25	432.53	18.47
17	Dues, Interest	851.00		23.00	828.00
18	Contracts	3,000.00	19.00	870.00	2,130.00
19	Transfer to LIRF	10,000.00			10,000.00
20	Land Improvement	1.00			1.00
21	Furniture & Equipment	7,000.00	4,776.51	6,073.02	926.98
22	Books	48,000.00	6,506.34	23,371.77	24,628.23
23	Periodicals & Newspapers	8,000.00	214.63	4,755.90	3,244.10
24	Nonprint Materials	3,000.00	414.70	1,945.48	1,054.52
25	Bills Encumbered	3,350.94		3,350.94	.00
26		285,680.94	27,292.46	121,393.82	164,287.12
27					
28	Ending Apr. Balance	46,873.54			
29	Less Checks	27,426.52			
30	Plus Deposits	46,794.99			
31	Ending May Balance	66,242.01			
32					
33					
34					
35					
36					
37					
38					
39					
40					



Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4	
	Balance of all Funds - May 1984				
	Checking Account				
1	Operating Fund	25,752.19			1
2	Rensselaer Gift Fund	1,004.38			2
3	DeMotte Gift Fund	364.27			3
4	Wheatfield Gift Fund	126.48			4
5	Total in Checking Account - Northwest National Bank		27,247.32		5
6					6
7	Investments				7
8	Bond Hi Fi Account - Northwest Nat. Bank	6,450.34			8
9	Operating Hi Fi Account - Northwest Nat. Bank	3,805.27			9
10	LIRF Hi Fi Account - Northwest Nat. Bank	3,739.08			10
11	Operating Cert. of Deposit - Northwest Nat. Bank	25,000.00			11
12	Total Investments		38,994.69		12
13	Total of All Funds		66,242.01		13
14					14
15					15
16					16
17					17
18					18
19					19
20					20
21					21
22					22
23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35
36					36
37					37
38					38
39					39
40					40

OPERATING FUND

BILLS TO BE ALLOWED.....JUNE 11, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 386.25
NIPSCO	(3.51) DeMotte	240.37
NIPSCO	(3.51) Wheatfield	66.83
Northwestern Ind. Telephone Co.	(3.21) DeMotte	76.47
United Telephone Co.	(3.21) Rensselaer	183.18
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 906.47

Other Claims

A.E. Boyce Co., Inc.	(2.11) Official Records	\$ 17.67
Automated Supply Center	(2.42) Toner	269.10
Baker & Taylor	(4.51) Books	4,199.48
Becker, Margaret	(3.23) Mileage	124.00
Bethel Guild	(4.51) Books	18.75
Bosgraaf Heating & Cooling	(3.61) Furnace Repairs-D.	235.14
Brodart Inc.	(2.41) Sysdac Tape	74.26
CBS Special Products	(4.53) Cassettes	15.00
Children's Press	(4.51) Books	88.46
Congressional Quarterly, Inc.	(4.51) Books	20.70
Credit Bureau of Rensselaer	(4.52) Periodicals	25.00
Daugherty, Lynn	(3.23) Mileage	18.40
Daugherty, Martha	(3.23) Mileage	25.60
DeMotte Hardware	(2.31) Repairs & Maint.-D.	1.50
DeMotte I.G.A.	(4.52) Magazines	7.00
DeMotte Office Supply	(3.62) Typewriter Repairs-D.	49.95
Ebsco Subscription Service	(4.52) Magazine Subscriptions-D.	8.80
Family Computing	(4.52) Magazine-D.	17.97
Gaylord Bros.	(4.40) Card Trays-R.	24.00
Great 800 Directory	(4.51) Books	65.90
Greenwood Press Inc.	(4.51) Book	5.26
Gumdrop Books	(4.51) Books	122.95
Hammond Inc.	(4.51) Book	174.75
Harvey's	(2.21) Janitorial Supplies	1.98
Heritage Office Products, Inc.	(4.40) Mita Copiers-Ck. #1328	4,145.00
Heritage Office Products, Inc.	(4.40) Scissors-Binders -\$37.34;	105.62
	(2.13) Office Supplies-\$68.28	
Highsmith Co., Inc.	(4.40) Equipment	13.93
Hothem House	(4.51) Books	25.96
Ingram Book Co.	(4.51) Books	113.46
John Botsford Book Co.	(4.51) Books	4.33
Kapers Building Material, Inc.	(3.61) Repairs & Maint.-D.	22.78
Koch News Service	GIFT FUND-DeMotte Friends	10.37
K.V. Electric	(3.61) Repairs & Maint.-D.	19.50
Main Line Book Co.	(4.51) Books	149.19
Marshall Cavendish Corp.	(4.51) Books	339.95
Mehay, Norma	(3.23) Mileage	1.60
Monroe	(2.42) Copy Paper	398.00
National Geographic Society	(4.51) Book	16.95
NIALSA	(3.22) Postage for Films	18.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up-DeMotte	9.00
Perfection Form Co.	(4.51) Books	108.35
Political Research Inc.	(4.51) Books	340.00
Post-Tribune	(4.52) Newspaper Sub.-D.-Ck. #1356	96.20

Bills To Be Allowed (Continued).....June 11, 1984

Quill Corporation	(4.40) Stamp Rack-W.-\$10.64;	46.31
	(2.13) Office Supplies-\$35.67	
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Ross International Supply Co.	(2.13) Office Supplies	147.38
Salyers, Catherine A.	(3.23) Mileage	40.00
Salyers, Catherine A.	PETTY CASH: DeMotte	18.10
	(3.22) Postage-\$14.35	
	(2.13) Office Sup.-\$2.85	
	(2.21) Janitorial Sup.-\$.90	
Salyers, Catherine A.	PETTY CASH: Rensselaer	15.08
	(3.22) Postage-\$15.08	
Thomas Bouregy & Co.	(4.51) Bopks	38.00
Thomas Publishing Co.	(4.51) Books	160.00
Tom's Supermarket	(2.21) Janitorial Supplies	8.82
Treasurer General, NSDAR	(4.52) Magazine Sub.-R.	7.00
Tysen's Country Grocery	(2.21) Janitorial Sup.-\$5.19;	9.93
	GIFT FUND-DeMotte Friends-\$4.74	
Victor Hotho & Co.	(4.53) A.V.	113.35
Yoder, Ethel	(3.23) Mileage	10.20
	TOTAL [B]	\$12,173.98
	TOTAL [A] & [B]	<u>\$13,080.45</u>

LIBRARY PROPERTY TO BE SOLD

1. 2 Savin 755 copiers
Bottles of toner
Bottles of dispersant
2. 1 3M Dual Spectrum copier
3. 1 Bohn Rex Rotary Mimeograph Machine
4. 1 AB Dick Fluid Duplicator (electric)
5. 1 Safe
6. 1 18" sink
7. 1 Remington typewriter

Tenative Budget Schedule

Publish	Rensselaer Republican	Wed. Aug 1 Wed. Aug 8
	K-V Post News	Thurs. Aug 2 Thurs. Aug 9
Public Hearing		Mon Aug 13 (Board meeting)
Adoption		Mon Aug 15 (15 minute meeting)

JULY

AGENDA.....JULY 9. 1984

1. Minutes
2. Bills/Financial Statement
3. Director's Report
 - 3.1 Circulation
 - 3.2 Long range Plan
 - 3.3 Sale of Unused Property
 - 3.4 Fund Raising Meeting
4. Rensselaer Business
 - 4.1 New Janitor
 - 4.2 Bike Rack
 - 4.3 Friends Book Sale
5. Wheatfield Business
6. DeMotte Business

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JUNE

1984

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 32 for DeM & 1 for Wh. 35	34	Wheatfield filled 5 for Rens. 1
b. Received	30	26	1
c. Outstanding	5	8	0
d. Films			
No. of Films	3		
No. of Viewers	103		
2. REGISTRATION			
a. Borrowers Added	R 50 C 69	71	10
b. Total Registered	7,600		
3. REFERENCE QUESTIONS			
a. Telephone	212	199	15
b. In Person	207	149	13
4. LOCAL HISTORY-GENEALOGY			
a. In person	31		
b. Microfilms Used	3		
c. Research by Mail	8		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING JUNE 1984

	<u>1983</u>	<u>1984</u>	
Monthly Circulation	<u>18,115</u>	<u>15,809</u>	
Daily Average	<u>693</u>	<u>607</u>	
January to Date		<u>81,740</u>	
Total Circulation	<u>89,835</u>	<u>82,580</u>	8% down

Rensselaer	<u>247</u>	/day
DeMotte	<u>240</u>	/day
Wheatfield	<u>143</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	64			983	84		151	777	40			222
Non-Fiction	117			717	70		12	510	20			180
Paperbacks	8			896	3			594				560
CHILDREN'S BOOKS:												
Fiction	20			2,490	17		1	3,466	8			1,536
Non-Fiction	23			707	4		7	547	6			381
FILMSTRIPS				2								
MAGAZINES:												
Adult				186				171				157
Children				39								
MAPS, PICTURES, PHOTOS, PRINTS VHS, DISC. CAMERA	1			148				61				79
MICROFILM												
PAMPHLETS	35		110	15				25				
SOUND RECORDINGS	4			231	2		1	61				41
TOTALS	272		110	6,414	180		172	6,239	74		142	3,156

14% *up*

19% up

57% down

MINUTES.....JUNE 11, 1984

The regular monthly meeting of the Jasper County Public Library was held Monday, June 11, 1984 at 7:00 p.m. at the DeMotte Branch Library. Those present were Mary Linda Casey, vice-president; Miriam Lawyer, secretary; Will Doty, Bob Souza, and Joan Ostler, trustees; and Cathy Salyers, library director.

Mary Linda Casey called the meeting to order and introduced Evelyn and Don Roorda and Cel Bol.

Minutes: On a motion by Miriam Lawyer, seconded by Joan Ostler, the board approved the minutes of the May 14, 1984 meeting.

Bills/Financial Report: On a motion by Will Doty, seconded by Bob Souza, the bills were approved as presented.

On a motion by Joan Ostler seconded by Miriam Lawyer, the board accepted the financial report.

Circulation: Mrs. Salyers presented the May circulation report. DeMotte and Rensselaer circulation was up 22% and 32% respectively and Wheatfield was down 54% from May 1983.

Sale of Unused Property: Mrs. Salyers presented a list of unused items that she suggested by sold by the library. The items include 2 Savin 755 copiers, 1 3M Dual Spectrum copier, a Bohn Rex Rotary Mimeograph Machine, an AB Dick Fluid Duplicator, a safe, an 18" sink, and a Remington typewriter. She further stated that Mick Odom of Heritage Office Products is preparing an estimate of value of the office machines. After a discussion it was agreed that the board would wait for the estimate before advertising the items for sale and directed Mrs. Salyers to have the safe opened to determine if it would be usable by the library. They also asked Mrs. Salyers to determine if the other items could be raffled.

1985 Budget: Mrs. Salyers reported that she increased the FICA on the 1985 budget by \$1,000 due to a previous error in calculation. She also presented the schedule for advertising and adopting the budget. The board requested that the final adoption hearing be changed to Saturday, August 25 if possible. They also discussed the possibility of changing the meeting date to the 1st or 4th Monday of the month.

Sysdac Machines: Mrs. Salyers explained the problem with refurbishing the charging machines and purchasing the rental charging machine. She will continue to work on a solution to the problem.

Indiana Bond Bank: Mrs. Salyers reported the formation of an Indiana Bond Bank which will offer better rates on bonds. She will investigate the matter further.

Wheatfield Business: Mrs. Salyers reported that Mr. Morarity is contacting Mike Kingman and will have a report on the progress of obtaining the Wheatfield land within two weeks.

MINUTES (continued).....JUNE 11, 1984

Rensselaer Business: Mrs. Salyers reported that Delos Williams has quit as janitor at Rensselaer due to family problems. Mary Martin will be advertising the position and interviewing job applicants. After a discussion of the videodiscs, it was suggested that Rensselaer loan a videodisc player to DeMotte with rental going to the Rensselaer Friends. Mrs. Salyers will discuss the possibility with the Rensselaer Friends. Will Doty inquired about the panic bar. Mrs. Salyers stated that the original one didn't work and she is looking at another bar.

DeMotte Business: By consensus the board gave permission to the DeMotte Friends to purchase a drinking fountain and have it installed in the DeMotte Library. On a motion by Will Doty, seconded by Joan Ostler, the board voted to pursue the possibility of acquiring the land next to the DeMotte Library.

Adjournment: On a motion by Bob Souza, seconded by Joan Ostler, the meeting adjourned at 9:50 p.m.



Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

	June 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation
1	Librarian	19,500.00	1,625.00	9,750.00	9,750.00
2	Assistants	113,527.00	9,483.06	57,466.05	56,060.95
3	Janitorial	4,805.00	275.38	1,457.58	3,347.42
4	Employee Benefits	15,445.00	796.87	5,668.08	9,776.92
5	Other Personal Services	1,000.00			1,000.00
6	Office Supplies	4,000.00	309.19	951.92	3,048.08
7	Operating Supplies	1,950.00	1.98	885.33	1,064.67
8	Repairs and Maint.	550.00	64.86	613.50	- 63.50
9	Other Supplies	4,500.00	742.86	2,274.23	2,225.77
10	Professional Services	1,000.00			1,000.00
11	Communication & Trans.	11,700.00	556.72	3,818.44	7,881.56
12	Printing & Advertising	600.00		201.85	398.15
13	Insurance	3,900.00		2,183.00	1,717.00
14	Utilities	11,550.00	693.45	6,092.75	5,457.25
15	Repairs & Maint.	8,000.00	254.64	4,012.46	3,987.54
16	Rental	451.00		432.53	18.47
17	Dues , Interest	851.00		23.00	828.00
18	Contracts	3,000.00	41.78	911.78	2,088.22
19	Transfer to LIRF	10,000.00			10,000.00
20	Land Improvement	1.00			1.00
21	Furniture & Equipment	7,000.00	24.57	6,097.59	902.41
22	Books	48,000.00	6,112.44	29,484.21	18,515.79
23	Periodicals & Newspapers	8,000.00	154.97	4,910.87	3,089.13
24	Nonprint Materials	3,000.00	135.35	2,080.83	919.17
25	Bills Encumbered	3,350.94		3,350.94	.00
26		285,680.94	21,273.12	142,666.94	143,014.00
27					
28					
29	Ending May Balance	66,242.01			
30	Less checks	23,599.68			
31	Plus Deposits	88,601.78			
32	Ending June Balance	131,244.11			
33					
34					
35					
36					
37					
38					
39					
40					



Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of all Funds - June 1984

Checking Account

Operating Fund

85,954.11

Rensselaer Gift Fund

1,004.38

DeMotte Gift Fund

349.16

Wheatfield Gift Fund

158.48

Total in Checking Account - Northwest National Bank

87,466.13

Investments

Bond Hi Fi Account - Northwest National Bank 11,233.63 ✓

Operating Hi Fi Account - Northwest National

3,805.27

LIRF Hi Fi Account - Northwest National

3,739.08

Operating Cert of Deposit - Northwest Nat.

25,000.00 ✓

Total Investments

43,777.98

Total of All Funds

131,244.11

OPERATING FUND

BILLS TO BE ALLOWED.....JULY 9. 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 370.70
NIPSCO	(3.51) DeMotte	329.83
NIPSCO	(3.51) Wheatfield	80.42
Northwestern Ind. Telephone Co.	(3.21) DeMotte	51.21
United Telephone Co.	(3.21) Rensselaer~\$149.47	306.92
	(4.51) Books-\$157.45	
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$1.168.92

Other Claims

Apollo Engineering, Inc.	(2.21) Janitorial Sup.	\$ 290.88
Associated Libraries, Inc.	(4.51) Books	97.07
Baker & Taylor	(4.51) Books	1,714.33
The Bookmen Inc.	(4.51) Books	86.94
Becker, Margie	(3.23) Mileage-\$99.20	144.20
	(3.96) Lawn Main.-DeM-\$45.00	
Thomas Bouregy and Co., Inc.	(4.51) Books	23.75
Brodart	(4.51) Books-\$238.57	355.85
	(2.41) Library Sup.-\$117.28	
Caedmon	(4.53) Recordings	9.83
Carpenter, Joyce	GIFT FUND-DeMotte-\$32.00	96.00
	GIFT FUND-Rensselaer-\$32.00	
	GIFT FUND-Wheatfield-\$32.00	
	Ch. -- #1442	
Cheshier, Robert	(4.51) Books	6.95
Demco	(2.41) Library Supplies	421.23
DeMotte IGA	(4.52) Newspapers	5.25
DeMotte Office Supply	(2.13) Office Sup.-DeM-\$18.48	21.78
	(2.13) Office Sup.-Whe-\$3.30	
DeYoung Plum, Het, and Air Con.	(3.62) Rensselaer	146.75
East*West Learning Corp.	(4.51) Books	137.38
Facts on File	(4.52) Subscription	355.00
Fideler	(4.51) Books	13.83
The Folktellers	(4.53) Recordings	18.00
Gaylord	(4.40) Wheatfield	76.07
A Gentle Wind Inc.	(4.51) Books	6.95
Harveys	(2.41) Library Sup.-Ren.	149.29
Heritage Office Prod., Inc.	(4.40) Furniture-Whe.-\$238.50	299.47
	(2.42) Copier Sup.-DeM-\$36.00	
	(2.13) Off. Sup.-DeM-\$21.46	
	(2.41) Lib. Sup.-Ren-\$3.51	
Ingram	(4.51) Books	19.19
International Com. Ind. Asso.	(4.51) Books	29.00
Listen for Pleasure Limited	(4.53) Recordings	29.20
Main Line Book Co.	(4.51) Books	19.06
Monroe	(2.42) Copier Supplies	51.37
NIALSA	(3.22) Postage for Films	27.00
Olympia Book Co.	(4.51) Books	179.17
Ooms Bros. Disposal Service, Inc.	(3.95) Trash Pick-Up-DeM	9.00
Quality Paperback Book Club	(4.51) Books	18.54
Quill	(2.31) Office Supplies	61.71

Bills To Be Allowed (continued).....July 9, 1984

Random House, INc.	(4.53) Recordings	\$ 11.37
Rensselaer Police Dept.	(3.95) Security Alarm Ser.	10.00
Rensselaer Republican	(4.52) Sub.-Whe.-\$31.00	44.20
	(3.31) Adv.-Rens.-\$13.20	
Salyers, Catherine A.	(3.23) Mileage	112.80
Salyers, Catherine A.	PETTY CASH-DeMotte:	14.75
	(2.31) Off. Sup.-\$13.76	
	(2.21) Jan. Sup.-\$.99	
Salyers, Catherine A.	PETTY CASH-Rensselaer:	24.44
	(3.22) Postage-\$13.29	
	(2.41) Lib. Sup.-\$4.65	
	(2.30) Rep.&Main. Sup.-\$3.50	
	(4.51) Books-\$3.00	
Salyers, Catherine A.	PETTY CASH-Wheatfield:	29.29
	(2.21) Jan. Sup.-\$11.27	
	(3.22) Postage-\$8.02	
	(4.51) Books-\$5.00	
	(3.72) P. O. Box Rent-\$5.00	
Schultz's Family Store	(2.41) Library Supplies	29.54
The Scribner Book Companies, Inc.	(4.51) Books	181.25
Silver Burdett Company	(4.51) Books	10.07
Steve Wunderll Books	(4.51) Books	6.00
Superior Books, Inc.	(4.51) Books	179.78
Tom's	(2.21) Janitorial Sup.	3.30
Tysen's Country Grocery	(2.21) Jan. Sup.-DeM-\$18.72	27.09
	GIFT FUND-DeMotte-\$8.37	
Victor Hotho & Co.	(4.51) Books-\$649.11	683.44
	(4.53) Recordings-DeM-\$34.33	
Waldenbooks	(4.51) Books-DeM-\$10.44	40.15
	GIFT FUND-DeMotte-\$29.71	
Weston Woods	(4.53) Recordings	30.55
	TOTAL [B]	\$6,358.06
	TOTAL [A] & [B]	\$7,526.98



Heritage Office Products, Inc.

*300 South Cullen Street
Rensselaer, Indiana 47978*

*Telephone (219) 866-3748
866-3746*

6/13/84

Jasper county Public Library
N Van Rensselaer Street
Rensselaer, IN 47978
Attention: Kathy Salyers

Dear Kathy,

Please be advised that as per my recent inspection, I find the appraisal of the equipment we discussed to be as follows -

Savin 755 Copier at Rensselaer location, includes letter and legal cassettes with 98,704 copies. Wholesale cost \$200.00.

Savin 755 Copier at DeMotte location, includes letter and legal cassettes with 139,084 copies. Wholesale cost \$200.00.

AB Dick Mimeo model 226 - not used during last year. \$25.00.

Bohn Rex Rotary M4 Mimeo - not used during last year. \$25.00.

3M Duo Spectrum Copier at DeMotte location, 76AC - No Value.

Sincerely,

Charles M. Odom
HERITAGE OFFICE PRODUCTS, INC.

dlt/CMO

AUGUST

AGENDA.....August 13, 1984

1. Minutes
2. Bills/Financial Report
3. Directors Report
 - 3.1 Circulation
 - 3.2 Sale of Unused Property
4. Wheatfield Business
 - 4.1 K-V School Board Meeting
 - 4.2 Attorney's letter
5. Rensselaer Business
6. DeMotte Business
 - 6.1 Adjoining Property
 - 6.2 Drinking Fountain

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING July 1984

1983 1984
 Monthly Circulation 16,868 12,540
 Daily Average 675 502

January to Date
 Total Circulation 106,703 95,120 11% down

Rensselaer 215 /day
 DeMotte 187 /day
 Wheatfield 118 /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	24		53	979	55		71	953	9		39	290
Non-Fiction	121		477	743	45		179	716	24		1	126 132
Paperbacks	6		9	777	4			559				910
CHILDREN'S BOOKS:												
Fiction	51			1,718	25		5	1,698	1			75 74
Non-Fiction	55			461			1	348	1			143
FILMSTRIPS				7								
MAGAZINES:												
Adult				151				266				165
Children				19								
MAPS, PICTURES, PHOTOS, PRINTS VHS, Discs, Camera	1 (CED)			170				70				64
MICROFILM												
PAMPHLETS	175		57	170				27				1
SOUND RECORDINGS	1		3	191				35				48
TOTALS	434		599	5,386	129		256	4,672	35		40	2,408 2,496

17% up

2% up

69% down

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

July 1984

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 16 for DeM, 4 - Wh. 82	DeM filled 9 for Rens, 6 - Wh. 21	11
b. Received	76	10	8
c. Outstanding	6	11	3
d. Films			
No. of Films	1		
No. of Viewers	10		
2. REGISTRATION			
a. Borrowers Added	Rens. 25 Co. 25	56	
b. Total Registered	7,532		
3. REFERENCE QUESTIONS			
a. Telephone	207	147	95
b. In Person	237	141	83
4. LOCAL HISTORY-GENEALOGY			
a. In person	30		
b. Microfilms Used	34		
c. Research by Mail	13		
d. Oral Histories			

MINUTES.....JULY 9. 1984

The regular monthly meeting of the Jasper County Library Board was held at 7:00 pm at the Rensselaer Headquarters Library. Those present were Frank Wright. president; Mary Linda Casey. vice-president; Will Doty. Bob Souza. Wanda Stewart. trustees; and Cathy Salyers. library director.

MINUTES: On a motion by Bob Souza. seconded by Will Doty. the minutes were approved with a correction of the time of adjournment from 9:50 pm to 8:50 pm.

BILLS/FINANCIAL REPORT: On a motion by Mary Linda Casey. seconded by Will Doty. the bills were approved as presented.

On a motion by Mary Linda Casey. seconded by Wanda Stewart. the board voted to appeal for levy relief on the basis of increased utility costs. It was noted that appeal will be signed when budget is adopted and that the director will determine correct amount for Wheatfield 1983 cost per kilowatt hour.

On a motion by Will Doty. seconded by Bob Souza. the board voted to accept and sign the estimate of 1985 appropriations as presented.

On a motion by Bob Souza. seconded by Will Doty. the board voted to transfer \$65,000 of operating money from the checking account to the Operating Hi-Fi investment account and to reinvest the maturing \$25,000 CD in the most profitable manner.

DIRECTOR'S REPORT: The circulation report was presented. and Mrs. Salyers noted that Rensselaer's and DeMotte's circulation increased 14% and 19% respectively and Wheatfield's circulation decreased 57% over June 1983.

Mrs. Salyers requested a committee for revising the system's long range plans. President Wright appointed Will Doty and Mary Linda Casey to the committee. Mrs. Salyers also noted that she had written to Don Beckman concerning the land south of the DeMotte Library. but she has not received a reply.

After discussing Mr. Odom's (Heritage Office Products) estimate of value of unused library property. the board instructed the director to advertise the items in the local newspapers and to take the best offer.

Mrs. Salyers reported that she attended a Fund Raising workshop in Indianapolis.

RENSSELAER BUSINESS: Mrs. Salyers announced that Johnny Johnson was hired to replace Delos Williams as janitor at the Rensselaer Library. She also reported that the Friends will be funding the bike rack to be placed south of the entrance and in front of the flag pole. Max Salyers is donating the labor. The Friends will sponsor a book and handicraft sale at Little Cousin Jasper.

MINUTES (continued).....JULY 9. 1984

By consensus. the board granted permission to purchase the VHS TERMS OF ENDEARMENT with Rensselaer Gift Fund money.

A report from Mary Martin noted that Hollis Hayes was donating old photographs of Rensselaer to the library.

On a motion by Bob Souza, the meeting adjourned at 8:05 pm.

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

		1	2	3	4	
	July 1984	Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	19,500.00	1625.00	11,375.00	8125.00	1
2	Assistants	113,527.00	9994.61	67,460.66	46,066.34	2
3	Janitorial	4,805.00	331.88	1,789.46	3,015.54	3
4	Employee Benefits	15,445.00	1245.91	6,913.99	8,531.01	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	118.71	1,070.63	2,929.37	6
7	Operating Supplies	1,950.00	312.90	1,198.23	751.77	7
8	Repairs and Maint.	550.00	15.76	629.26	-79.26	8
9	Other Supplies	4,500.00	812.87	3,087.10	1,412.90	9
10	Professional Services	1,000.00			1,000.00	10
11	Communication & Trans.	11,700.00	460.99	4,279.43	7,420.57	11
12	Printing & Advertising	600.00	13.20	215.05	384.95	12
13	Insurance	3,900.00		2,183.00	1,717.00	13
14	Utilities	11,550.00	780.95	6,873.70	4,676.30	14
15	Repairs & Maint.	8,000.00	146.75	4,159.21	3,840.79	15
16	Rental	451.00		432.53	18.47	16
17	Dues, Interest	851.00		23.00	828.00	17
18	Contracts	3,000.00	69.00	980.78	2,019.22	18
19	Transfer to LIRF	10,000.00			10,000.00	19
20	Land Improvement	1.00			1.00	20
21	Furniture & Equipment	7,000.00	314.57	6,412.16	587.84	21
22	Books	48,000.00	3,792.83	33,277.04	14,722.96	22
23	Periodicals & Newspapers	8,000.00	391.25	5,302.12	2,697.88	23
24	Nonprint Materials	3,000.00	133.28	2,214.11	785.89	24
25	Bills Encumbered	3,350.94		3,350.94	.00	25
26		285,680.94	20,560.46	163,227.40	122,453.54	26
27						27
28						28
29	Ending June Balance	131,244.11				29
30	Less Checks	20,617.64				30
31	Plus Deposits	6,468.61				31
32	Ending July Balance	117,095.08				32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40



Rensselaer, Indiana 47978

	1	2	3	4
	Balance of All Funds - July 1984			
1	Checking Account - Northwest National Bank			
2	Operating Fund	12,800.04		
3	Rensselaer Gift Fund	1,068.38		
4	DeMotte Gift Fund	311.08		
5	Wheatfield Gift Fund	658.48		
6	Total in Checking Account @ North West National Bank		14,837.98	
8	Investments			
9	Bond Hi Fi Acct.- Northwest National Bank	4,246.18		
10	Operating Hi Fi Acct.-Northwest National Bank	69,195.94		
11	LIRF Hi Fi Account - Northwest National Bank	3,814.98		
12	Operating Cert. of Dep. -Northwest National Bank	25,000.00		
13	Total Investments		102,257.10	
14	Total of All Funds		117,095.08	

OPERATING FUND

BILLS TO BE ALLOWED.....AUGUST 13, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 510.79
NIPSCO	(3.51) DeMotte	430.36
NIPSCO	(3.51) Wheatfield	89.79
Northwestern Ind. Telephone Co.	(3.21) DeMotte	52.18
United Telephone Co.	(3.21) Rensselaer	182.93
United Telephone Co.	(3.21) Wheatfield	29.84

TOTAL [A] \$1,295.89

Other Claims

Apollo Engineering, Inc.	(2.21) Janitorial Sup.	\$ 100.12
Baker & Taylor	(4.51) Books-\$3,434.96	3,709.96
	(3.72) Equip. Rental-\$275.00	
Becker, Margie	(3.23) Mileage-\$83.20	113.20
	(3.96) Lawn Main.-DeM-\$30.00	
Ray Bierma Plumbing & Heating	(3.62) DeMotte	30.00
Bosgraaf Heating & Cooling	(3.62) DeMotte	113.10
Brodart	(4.51) Books-\$100.43	174.40
	(2.41) Lib. Sup.-\$73.97	
Columbia Special Products	(4.53) Recordings	295.00
Copyright Information Services	(4.53) Recordings	15.00
The Council of State Governments	(4.51) Books	85.00
Creative Programming Inc.	(4.51) Books	21.89
Credit Bureau of Rensselaer	(4.52) Periodicals	30.00
Daugherty, Lynn	(4.53) Recordings-\$70.00	124.34
	(3.23) Mileage-\$40.91	
	(2.21) Jan. Sup.-\$3.79	
	(2.13) Off. Sup.-\$6.99	
	GIFT FUND-DeMotte-\$2.65	
DEMCO	(4.51) Books-\$102.91	219.13
	(2.41) Library Sup.-\$116.22	
DeMotte I G A	(4.52) Newspapers	7.00
DeYoung Plum., Het., & Air Con.	(3.62) Equip. Rep. & Main.	38.00
EBSCO Subscription Services	(4.52) Magazine Sub.	158.40
Educators Progress Service, Inc.	(4.51) Books	28.55
Frontier Press Company	(4.51) Books	89.95
Great Western Supply Div.	(2.13) Office Supplies	39.27
Heritage Office Products, Inc.	(2.13) Office Sup.-\$47.17	79.67
	(3.62) Typewriter Rep.-\$32.50	
Ingram	(4.53) Recordings	56.12
Jasper/Newton Genealogical Soc.	(4.51) Books	255.00
Koch News Company	GIFT FUND-DeMotte	8.71
Life Skills Education	(4.51) Books	14.00
MacMillan Publishing Co.	(4.51) Books	59.00
Main Line Book Company	(4.51) Books	947.88
National Geographic Society	(4.51) Books-\$16.95	41.95
	(4.52) Subscriptions-\$25.00	
NIALSA	(3.22) Postage for Films	6.00
Ooms Bros. Disposal Ser., Inc.	(3.95) Trash Pick-Up-DeM	9.00
Postmaster General	(3.22) Postage	100.00
PPI	(4.51) Books	47.66
Publishers Choice	(4.51) Books	14.30

BILLS TO BE ALLOWED (continued).....AUGUST 13, 1984

Publishers Telemarketing	(4.51) Books	\$ 141.58
Quality Paperback Book Club	(4.51) Books	15.90
Random House, Inc.	(4.53) Recordings	20.72
Rensselaer Police Dept.	(3.95) Security Alarm Ser.	10.00
Rensselaer Readmore	(4.52) Subscription-\$77.50	84.24
	GIFT FUND-Wheatfield-\$6.74	
Ribordy Drugs	GIFT FUND-Wheatfield-\$10.43	19.02
	(2.13) Office Sup.-\$8.59	
Ross International Supply Co., Inc.	(2.13) Office Supplies	84.96
Salyers, Catherine A.	(3.23) Mileage-\$50.40	110.40
	(2.33) Rep. & Main. Sup.-\$40.00	
	(3.22) Postage-\$20.00	
Salyers, Catherine A.	PETTY CASH-DeMotte:	28.35
	(2.13) Office Sup.-\$22.64	
	(2.21) Jan. Sup.-\$5.71	
Salyers, Catherine A.	PETTY CASH-Rensselaer:	31.95
	(3.22) Postage-\$15.70	
	(2.33) Rep. & Main. Sup.-	
	\$10.50	
	(4.51) Books-\$5.75	
Schultz's Family Store	(2.21) Jan. Sup.-\$19.12	26.90
	(2.42) Other Sup.-\$2.81	
	GIFT FUND-Wheatfield-\$4.97	
Sherwood, Aubrey	(4.51) Books	3.85
STTV & A/V Service, Inc.	(2.41) Projection Bulb-Rens.	15.61
Superintendent of Documents	(4.51) Books	79.50
Superior Books, Inc.	(4.51) Books	594.13
Tom's	(2.21) Jan. Sup.-\$5.46	26.83
	GIFT FUND-Wheatfield-\$6.14	
	GIFT FUND-Rensselaer-\$15.23	
Tysen's Country Grocery	(2.21) Janitorial Sup.	16.88
U. S. Government Printing Office	(4.51) Books	5.00
Western Center on Domestic Violence	(4.51) Books	18.86
Zeck Heating	(3.62) Rep. & Main.-DeM	35.00
	TOTAL [B]	\$8,401.28
	TOTAL [A] + [B]	\$9,697.17

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

August 6, 1984

*Wheatfield Branch
Wheatfield, Indiana 46392*

TO: Rensselaer Republican + K.V. Post

FROM: Jasper County Public Library

FOR IMMEDIATE RELEASE

The Board of Trustees of the Jasper County Public Library is offering the following items no longer used by the library for sale: (2) Savin 755

Copier, () bottles of toner, and () bottles of dispersant; (1) 3M Dual Spectrum copier; (1) AB Dick Electric Fluid Duplicator, and (1) Remington

Manual typewriter. If interested, contact Cathy Salyers at 866-5882.



INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

1100 WEST 42nd STREET • INDIANAPOLIS, INDIANA 46208 • Phone (317) 926-3381

July 9, 1984

Ms. Catherine A. Salyers, Director
Jasper County Public Library
Rensselaer Public Library, Headquarters
301 N. Van Rensselaer Street
Rensselaer, IN., 47978

Dear Ms. Salyers:

I am pleased to inform you on behalf of the Executive Committee of INCOLSA that your application for membership in INCOLSA was approved by mail ballot by the Board prior to June 19, 1984. Your name has been placed on the mailing list to receive all information sent to our members.

We hope you will not hesitate to contact us if we may provide further information.

Sincerely,


Barbara Evans Markuson
Executive Director

BEM/jh

SEPTEMBER

AGENDASeptember 10, 1984

1. Minutes
2. Bills/Financial Report
3. Director's report
 - 3.1 Circulation
 - 3.2 Fine procedure
 - 3.3 Patron Complaint of the book Devil in the Drain
(see enclosed complaint form)
4. Rensselaer Business
5. DeMotte Business
6. Wheatfield Business
 - 6.1 Planning
 - 6.2 Architects

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING August 19 84

	<u>19 83</u>	<u>19 84</u>
Monthly Circulation	<u>15,481</u>	<u>11,524</u>
Daily Average	<u>595</u>	<u>443</u>

Rensselaer	<u>222</u> /day
DeMotte	<u>149</u> /day
Wheatfield	<u>82</u> /day

January to Date		<u>105,820</u>
Total Circulation	<u>122,184</u>	<u>106,654</u>

12.7% down

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	69		5	1,051	87		5	738	28			235
Non-Fiction	117		181	826	48			649	9			151
Paperbacks	18			1,122	4			638				634
CHILDREN'S BOOKS:												
Fiction	71			1,427	26			1,195	4			519
Non-Fiction	23			412	37		20	295	15			119
FILMSTRIPS												
MAGAZINES:												
Adult				225				185				152
Children				24								
MAPS, PICTURES, PHOTOS, PRINTS				106				32				38
MICROFILM												
PAMPHLETS	227		63	370				66				12
SOUND RECORDINGS	13		2	205	19			65	8			33
TOTALS	538		251	5,768	221		25	3,863	64			1,893

up 39.5%

up 2.7%

down 75%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

August 1984

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 50 for DeMotte. 76	DeM. filled 4 for Rens. 51	Wh. filled 1 for Rens. 5
b. Received	57	38	5
c. Outstanding	19	13	0
d. Films			
No. of Films	1		
No. of Viewers	1		
2. REGISTRATION			
a. Borrowers Added	3 NR 23 R 28 C	50	14
b. Total Registered	732		
3. REFERENCE QUESTIONS			
a. Telephone	165	167	126
b. In Person	209	162	95
4. LOCAL HISTORY-GENEALOGY			
a. In person	28		
b. Microfilms Used	11		
c. Research by Mail	9 letters 7 answers		
d. Oral Histories			

MINUTES.....AUGUST 13, 1984

The Public Hearing on the Jasper County Library's 1985 Budget was held at 7:00 pm on August 13, 1984 by the Library's Board of Trustees. Those present were Mary Linda Casey, vice-president, Miriam Lawyer, secretary, Joan Ostler, Wanda Stewart, trustees, and Cathy Salyers, library director.

Since no representative from the public was present to question or protest the advertised budget, the meeting adjourned at 7:10 pm on a motion by Miriam Lawyer, seconded by Wanda Stewart.

The regular monthly meeting of the Jasper County Public Library Board was called to order at 7:10 pm on August 13, 1984. Those present were Mary Linda Casey, vice-president, Miriam Lawyer, secretary, Joan Ostler, Wanda Stewart, trustees, and Cathy Salyers, library director.

MINUTES: The minutes of the July 9, 1984 meeting were approved as presented on a motion by Wanda Stewart, seconded by Joan Ostler.

BILLS/FINANCIAL REPORT: On a motion by Miriam Lawyer, seconded by Joan Ostler, the bills to be allowed and the financial report were accepted as presented.

DIRECTOR'S REPORT: Mrs. Salyers noted that the circulation increased for the month of July from 1983 at Rensselaer and DeMotte, but had decreased for Wheatfield.

Mrs. Salyers reported that a representative of the swim team had expressed an interest in purchasing one of the mimeograph machines. The board requested that a bid be submitted after the item had been advertised in the paper.

Due to a price increase by the manufacturer of library cards from 51¢ to 61¢ per card, Mrs. Salyers requested the board to consider a price increase. After discussing the matter, Joan Ostler moved that the cost to the patrons be changed to \$1.00 for adult cards, anyone 14 years of age or older, and remain 50¢ for children's cards, anyone under 14 years of age. Miriam Lawyer seconded. The motion carried.

WHEATFIELD BUSINESS: Mrs. Salyers reported that Bill Morarity, the library attorney, had written to the K-V School Board concerning the property for the new Wheatfield Library. She and Mrs. Lawyer would attend the K-V School Board meeting on August 14 to discuss the School Board's decision as to acquisition of the property by the library.

RENSSELAER BUSINESS: Mrs. Salyers stated that the Rensselaer Friends group will hold a used book sale at Little Cousin Jasper.

Mrs. Salyers reported that the Trinity United Methodist Church has turned down the library's request to use the church's parking lot for staff parking.

MINUTES (continued).....AUGUST 13, 1984

By consensus, the board gave permission for the purchase of 7 VHS Disney Cartoon cassettes with Rensselaer Gift Fund money.

DEMOTTE BUSINESS: Mrs. Salyers reported that she and Will Doty met with Mr. & Mrs. Don Beckman concerning the possible purchase of the land adjoining the DeMotte Library. The Beckman's indicated a willingness to sell and asked the library to make an offer. The board discussed having the property appraised and surveyed.

Mrs. Salyers informed the board that the Friends of the DeMotte Library have had a drinking fountain installed in the DeMotte Library.

ADJOURNMENT: On a motion by Joan Ostler the meeting adjourned at 8:03 pm.

MINUTES.....AUGUST 25, 1984

A meeting to adopt the 1985 budget of the Jasper County Public Library was held at 1:00 pm at the Rensselaer Headquarters Library's meeting room. Those present were Frank Wright, president, Miriam Lawyer, secretary, Joan Ostler, Wanda Stewart, Bob Souza, trustees, and Cathy Salyers, library director.

On a motion by Joan Ostler, seconded by Miriam Lawyer, the board voted to adopt the 1985 budget for submission to the county and state for acceptance.

On a motion by Bob Souza, seconded by Wanda Stewart, the meeting adjourned at 1:10 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Prepared By	Initials	Date
Approved By		

		1		2		3	
		Month of August 1984					
		Beginning	Spent this	Spent to	Ending		
		Appropriation	Month	Date	Appropriation		
1	Librarian	19,500.00	1,625.00	13,000.00	6,500.00	1	
2	Assistants	113,527.00	9,442.49	76,903.15	36,623.85	2	
3	Janitorial	4,805.00	422.73	2,212.19	2,592.81	3	
4	Employee Benefits	15,445.00	804.13	7,718.12	7,726.88	4	
5	Other Personal Services	1,000.00			1,000.00	5	
6	Office Supplies	4,000.00	209.62	1,280.25	2,719.75	6	
7	Operating Supplies	1,950.00	141.58	1,339.81	610.19	7	
8	Repairs and Maint.	550.00	5.71	634.97	-84.97	8	
9	Other Supplies	4,500.00	212.40	3,299.50	1,200.50	9	
10	Professional Services	1,000.00			1,000.00	10	
11	Communication & Trans.	11,700.00	581.16	4,860.59	6,839.41	11	
12	Printing and Advertising	600.00		215.05	384.95	12	
13	Insurance	3,900.00		2,183.00	1,717.00	13	
14	Utilities	11,550.00	1,030.94	7,904.64	3,645.36	14	
15	Repairs & Maint.	8,000.00	299.10	4,458.31	3,541.69	15	
16	Rental	451.00	275.00	707.53	-256.53	16	
17	Dues, Interest	851.00		23.00	828.00	17	
18	Contracts	3,000.00	49.00	1,029.78	1,970.22	18	
19	Transfer to LIRF	10,000.00			10,000.00	19	
20	Land Improvement	1.00			1.00	20	
21	Furniture & Equipment	7,000.00		6,412.16	587.84	21	
22	Books	48,000.00	6,440.50	39,717.54	8,282.46	22	
23	Periodicals & Newspapers	8,000.00	290.90	5,593.02	2,406.98	23	
24	Nonprint Materials	3,000.00	463.94	2,678.05	321.95	24	
25	Bills Encumbered	3,350.94		3,350.94	.00	25	
26		285,680.94	22,294.20	185,521.60	100,159.34	26	
27						27	
28	/Ending July Balance	117,095.08				28	
29	Less Checks	- 22,294.20				29	
30	Plus Deposits	+ 533.37				30	
31	Balance of All Funds	95,334.25				31	
32	Ending August 1984					32	
33						33	
34						34	
35						35	
36						36	
37						37	
38						38	
39						39	
40						40	

4803 (84803) - Buff
8803 (88803) - Green

Jasper County Public Library
 North Van Rensselaer Street
 Rensselaer, Indiana 47978

Prepared By	Initials	Date
Approved By		

Balance of All Funds - August 1984

Checking Account - Northwest National Bank

Operating Fund

6,865.68

Bond Checking Acct.

7,199.55

Rensselaer Gift Fund in checking account

1,053.15

DeMotte Gift Fund in checking account

299.72

Wheatfield Gift Fund in checking account

630.20

Total Money in Northwest National Bank Checking Account

16,048.30

Investments

Bond Hi Fi Acct. - Northwest National Bank

4,275.03

Operating Hi Fi Acct.-Northwest National Bank

46,195.94

LIRF Hi Fi Acct. -Northwest National Bank

3,814.98

Operating Cert of Dept. -Northwest National Bank

25,000.00

Total Investments

79,285.95

Total of All Funds

95,334.25

4803 (84803) - Buff
 8803 (88803) - Green

OPERATING FUND

BILLS TO BE ALLOWED.....SEPTEMBER 10, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 471.51
NIPSCO	(3.51) DeMotte	382.51
NIPSCO	(3.51) Wheatfield	88.03
Northwestern Ind. Telephone Co.	(3.21) DeMotte	45.07
United Telephone Co.	(3.21) Rensselaer	167.31
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 1,184.27

Other Claims

A.E. Boyce Co., Inc.	(2.11) Official Record	43.54
Associated Libraries, Inc.	(4.51) Books	51.97
Baker & Taylor	(4.51) Books-\$3,024.85; GIFT FUND-DeMotte-\$14.36	3,039.21
Becker, Margaret	(3.23) Mileage-\$127.60; (3.96) Lawn Maint.-\$45.00	172.60
Bosgraaf Heating & Cooling	(3.62) Repairs & Maint.-D.	35.00
Brodart, Inc.	(2.13) Office Supplies-\$4.25; (2.41) Sysdac Supplies-\$684.54; (4.51) Books-\$160.25	849.04
Children's Press	(4.51) Books	185.58
Congressional Quarterly, Inc.	(4.51) Book	10.50
Consolidated Insurance Agency	(3.42) Workmen's Comp.	160.00
Demco	(2.41) Library Supplies-\$34.50; (2.13) Office Supplies-\$25.70	60.20
DeMotte I.G.A.	(4.52) Newspapers-D.	6.00
Franklin Watts, Inc.	(4.51) Books	211.49
G.K. Hall & Co.	(4.51) Books	160.50
Global Equipment Co.	(4.40) Lockers-Rens.	238.80
Gumdrop Books	(4.51) Books	350.78
Heritage Office Supply Co., Inc.	(4.40) Equipment-W. -\$3.65; (2.13) Office Supplies-\$48.43; (3.95) Mita Serv. Contracts-\$1,020.00	1,062.08
Hoover House	(4.40) Carpet (staff lounge)	480.00
KC Publications	(4.51) Books	95.00
Lafayette Journal & Courier	(4.52) Newspaper Subscription-R.	78.00
Lang Publications	(4.51) Book	6.97
Learning Magazine	(4.52) Subscription-R.	12.96
Mumford Library Book Sales	(4.51) Books	7.45
National Geographic Society	(4.51) Book -Ck. #1597	16.95
National Geographic Society	(4.51) Books	8.95
NIALSA	(4.53) A.V.-\$20.50; (3.22) Postage for Films-\$6.00	26.50
Ooms Bros. Disposal Service	(3.95) Trash Pick-up-D.	9.00
Postmaster General	(3.22) Stamps	100.00
Publishers Telemarketing	(4.51) Books	71.41
Quality Paperback Book Club	(4.51) Books	39.44
Quill Corporation	(2.13) Office Supplies	89.47
Rensselaer Lumber Co.	(2.31) Repairs & Maint.-R.	22.40
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rensselaer Republican	(3.31) Budget Ad; Want Ad	93.60
R.W. Pool Co., Inc.	(2.21) Janitorial Supplies	33.79
Salyers, Catherine A.	(3.23) Mileage-\$29.60; (4.51) Book-\$5.00	34.60

Bills To Be Allowed.....September 10, 1984

Salyers, Catherine A.	PETTY CASH-DeMotte:	16.03
	(3.22) Postage-\$9.50	
	(2.13) Office Sup.-\$5.45	
	(2.21) Janitorial Sup.-\$1.08	
Schultz Family Store	(2.21) Janitorial Supplies	8.42
Scudder & Hall Books	(4.51) Books	54.35
Silver Burdett Co.	(4.51) Books	13.05
Thomas Bouregy & Co., Inc.	(4.51) Books	47.50
Tom's Supermarket	(2.21) Janitorial Supplies-R.	16.56
Victor Hotho & Co.	(4.51) Books	9.43
Zeck Heating	(3.62) Repairs & Maint-D.	5.50
	TOTAL [B]	<u>\$8,054.62</u>
	TOTAL [A] & [B]	<u><u>\$9,238.89</u></u>

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author David Pinkwater Hardcover ☒ Paperback ☐
 Title Devil in the Brain
 Publisher (if known) E.P. Dutton, Inc.
 Request initiated by Katherine Sullivan Telephone 956-3801
 Address P.O. Box 84 Wheatfield
 Complainant represents:

- ☒ himself
☐ organization (please name) _____
☐ other group (please identify) _____

1. To what in the book do you object? (Please be specific; cite pages)

2. Telling a false story about a real being and
stating that the story is true
 2. What do you feel might be a result of reading this book? A false belief

3. About the Devil and it would scare little children
about natural noises in a house
 3. For what age group would you recommend this book? none

4. Is there anything good about this book? no What? _____

5. Did you read the entire book? yes If not, then what parts? _____

6. Are you aware of the judgment of this book by literary critics? no
 why? _____

7. What do you believe is the theme of this book? I'm not sure
what the theme is

8. What would you like your library to do about this book?

- ☐ withdraw it from readers under the age of _____
☒ withdraw it from all readers using the library
☐ send it back to the library office for re-evaluation

9. In its place, what book of equal literary quality would you recommend
 that would convey as valuable a picture and perspective of our civiliza-
 tion? any book with an accurate story or

a fictional one but not one that isn't true
but claims to be.

Katherine Sullivan
 Signature of Complainant

OCTOBER

AGENDA.....OCTOBER 8, 1984

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 Insurance
 - 3.3 Budget Hearing
 - 3.4 Professional Meetings & Trips
 - 3.5 LSCA
4. Wheatfield Business
 - 4.1 Program Statement
 - 4.2 Architects
 - 4.3 Donation \$500
5. Rensselaer Business
 - 5.1 Friends
 - 5.2 Bill Downard Memorial
6. DeMotte Business
 - 6.1 Appraisers
7. Executive Session

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING September 1984

	19 <u>83</u>	19 <u>84</u>
Monthly Circulation	<u>10,524</u>	<u>10,547</u>
Daily Average	<u>420</u>	<u>439</u>
January to Date		<u>116,367</u>
Total Circulation	<u>132,708</u>	<u>117,201</u>
		Down 11.7%

Rensselaer	<u>197</u> /day
DeMotte	<u>134</u> /day
Wheatfield	<u>130</u> /day

	RENSELAER				DEMOTTE				WHEATFIELD			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	58			813	74		4	562	22			286
Non-Fiction	51			948	59		2	599	8			161
Paperbacks	6			834	2			468				1,342
CHILDREN'S BOOKS:												
Fiction	75		36	1,158	19		37	992	2			495
Non-Fiction	42		178	390	8			206	4			87
FILMSTRIPS												
MAGAZINES:												
Adult				222				213				149
Children				21								
MAPS, PICTURES, PHOTOS, PRINTS VHS. Discs	1			108				34				57
MICROFILM												
PAMPHLETS				95				85				1
SOUND RECORDINGS				138				56				27
TOTALS	233		214	4,727	162		43	3,215	36			2,605

up 23.7%

up 9.4%

down 30.8%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

September 84
19

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	<i>Rens. filled 21 req. for D & W. 38</i>	<i>Rens. filled 4 req. for R & W. 46</i>	1
b. Received	30	33	1
c. Outstanding	8	13	0
d. Films			
No. of Films	3		
No. of Viewers	122		
2. REGISTRATION			
a. Borrowers Added	2 NR 34R 25C	25	10
b. Total Registered	7,728		
3. REFERENCE QUESTIONS			
a. Telephone	177	107	282
b. In Person	402	165	264
4. LOCAL HISTORY-GENEALOGY			
a. In person	22		
b. Microfilms Used	7		
c. Research by Mail	5		
d. Oral Histories			

The regular monthly meeting of the Jasper County Public Library Board was held at 7 p.m. at the Rensselaer Headquarters Library. Those present were Frank Wright, president; Mary Linda Case, vice-president; Miriam Lawyer, secretary; Joan Ostler, Wanda Stewart, Bob Souza, Will Doty, trustees; and Cathy Salyers, library director.

Minutes: On a motion by Joan Ostler, seconded by Miriam Lawyer, the minutes of the August 13 meeting were approved as presented.

On a motion by Wanda Stewart, seconded by Will Doty, the minutes of the August 25 adoption hearing were approved.

Bills/Financial Report: On a motion by Bob Souza, seconded by Wanda Stewart, the bills were approved as presented.

On a motion by Miriam Lawyer, seconded by Mary Linda Casey, the financial report was accepted as presented.

Memorial: The Board discussed the possibility of naming the meeting room, The William Downard Room. The consensus was favorable, but the topic was tabled for further discussion at the next meeting. It was also noted that a book would be donated to the Rensselaer Library in memory of Wm. Downard by the staff and Board.

Director's Report: Mrs. Salyers noted an increase in the DeMotte and Rensselaer circulations by 2.7% and 39.5% respectively and a decrease by 75% in the Wheatfield circulation.

Next, Mrs. Salyers presented a letter which is sent to patrons after they have fines totaling \$5.00 or more. She also discussed a similar form letter which is sent to patrons who have fines over \$2.50 but under \$5.00. She further related that a patron had complained about receiving such notification. It was the consensus of the Board that the letters were an acceptable means to notify patrons of fines incurred.

Mrs. Salyers presented a formal request for reconsideration by Kathy Sullivan of the book, Devil In The Drain, by Daniel Pinkwater. After a discussion and careful consideration, Miriam Lawyer moved that the book's dust jacket be removed and the book be reassigned from the jE section to the jFIC. The motion was seconded by Wanda Stewart and carried on a 6-1 vote.

Rensselaer Business: Mrs. Salyers reported the success of the Friends' Book Sale at the Little Cousin Jasper Festival.

Frank Wright reported that he would discuss the parking situation with the Trinity United Methodist Church Board.

DeMotte Business: Mrs. Salyers discussed the successful Arts & Crafts Fair that the DeMotte Friends held in August.

The Board directed Mrs. Salyers to get two appraisals of the land next to the DeMotte building.

Minutes ..(continued).....September 11, 1984

Wheatfield Business: Mrs. Salyers reported that she talked to Bill Moriarty concerning bonding. He is gathering data and later we will meet with the auditor and County Council to discuss permission to bond. She further reported that on Thursday, September 13th, she was meeting with Mr. VanHandel to begin the program statement. Mrs. Casey suggested that we announce our plans and solicit architects to apply for an appointment by January 1, 1985.

Adjournment: On a motion by Joan Ostler, seconded by Bob Souza, the meeting adjourned at 8:19 p.m.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

1

2

3

Month of September 1984

		Beginning Appropriation	Spent this Month	Spent to Date	Ending Appropriation	
1	Librarian	19,500.00	1,625.00	14,625.00	4,875.00	1
2	Assistants	113,527.00	9,622.44	86,525.59	27,001.41	2
3	Janitorial	4,805.00	521.61	2,733.80	2,071.20	3
4	Employee Benefits	15,445.00	823.86	8,541.98	6,903.02	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	117.37	1,397.62	2,602.38	6
7	Operating Supplies	1,950.00	59.85	1,399.66	550.34	7
8	Repairs and Maint.	550.00	22.40	657.37	(-107.37)	8
9	Other Supplies	4,500.00	719.04	4,018.54	481.46	9
10	Professional Services	1,000.00			1,000.00	10
11	Communication & Trans	11,700.00	514.92	5,375.51	6,324.49	11
12	Printing and Advertising	600.00	93.60	308.65	291.35	12
13	Insurance	3,900.00	160.00	2,343.00	1,557.00	13
14	Utilities	11,550.00	942.05	8,846.69	2,703.31	14
15	Repairs and Maint.	8,000.00	40.50	4,498.81	3,501.19	15
16	Rental	451.00		707.53	(-256.53)	16
17	Dues, Interest	851.00		23.00	828.00	17
18	Contracts	3,000.00	1,248.00	2,277.78	722.22	18
19	Transfer to LIRF	10,000.00			10,000.00	19
20	Land Improvement	1.00			1.00	20
21	Furniture and Equipment	7,000.00	722.45	7,134.61	(-134.61)	21
22	Books	48,000.00	4,603.94	44,321.48	3,678.52	22
23	Periodicals & Newspapers	8,000.00	96.96	5,689.98	2,310.02	23
24	Nonprint Materials	3,000.00	20.50	2,698.55	301.45	24
25	Bills Encumbered	3,350.94		3,350.94		25
26		<u>285,680.94</u>	<u>21,954.49</u>	<u>207,476.09</u>	<u>78,204.85</u>	26
27						27
28						28
29	Ending August Balance	95,334.25				29
30	Less Checks	21,954.49				30
31	Plus Deposits	<u>973.43</u>				31
32	Balance of All Funds	74,353.19				32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

Jasper County Public Library
 North Van Rensselaer Street
 Rensselaer, Indiana 47978

Prepared By	Initials	Date
Approved By		

1 2 3

Month of September 1984

Balance of All Funds

Checking Account - Northwest National Bank

Operating Fund

10,875.98

Bond Checking Account

Rensselaer Gift Fund in checking account

1,036.15

DeMotte Gift Fund in checking account

285.36

Wheatfield Gift Fund in checking account

630.20

Total Money in Northwest National Bank Checking Account

12,867.69

Investments

Bond Hi Fi Account - Northwest National Bank

11,474.58

Operating Hi Fi Acct. - Northwest National Bank

21,195.94

LIRF Hi Fi Acct. - Northwest National Bank

3,814.98

Operating Cert of Dep. - Northwest National Bank

25,000.00

Total Investments

61,485.50

Total of all Funds

74,353.19

4803 (84803) - Buff
 8803 (88803) - Green

OPERATING FUND

BILLS TO BE ALLOWED.....OCTOBER 8, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 427.06
NIPSCO	(3.51) DeMotte	348.56
NIPSCO	(3.51) Wheatfield	63.97
Northwestern Ind. Telephone Co.	(3.21) DeMotte	43.84
United Telephone Co.	(3.21) Rensselaer	183.05
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 1,096.32

Other Claims

Ace Hardware	(4.40) Equipment-\$18.38;	29.96
	(2.31) Bldg. Supplies-\$11.58	
Apollo Engineering, Inc.	(2.21) Fluorescent Bulbs	181.73
Baker & Taylor	(4.51) Books	940.53
Baker & Taylor	GIFT FUND-DeMotte-Books	1.91
B. Dalton Bookseller #140	(4.51) Books-\$11.56;	20.32
	GIFT FUND-DeMotte-Books-\$8.76	
Becker, Margaret	(3.96) Lawn Maint.-D.-\$15.00;	114.20
	(3.23) Mileage-\$99.20	
Brodart Co.	(4.51) Books-\$205.25;	326.47
	(2.13) Office Supplies-\$47.84;	
	(2.41) Sysdac-\$73.38	
Catalog Card Corporation	(4.51) Book Kits	18.91
Consolidated Insurance Agency	(3.42) Workmen's Comp. Increase	10.00
Daisey Book Co.	(4.51) Books	177.87
Daugherty, Lynn	(3.23) Mileage-\$15.60;	47.46
	(4.51) Books-\$31.31;	
	(2.13) Office Sup.-\$.55	
Demco Inc.	(4.51) Book Processing-\$82.00;	252.75
	(2.41) Library Sup.-\$9.28	
	GIFT FUND-Rensselaer-\$161.47	
DeMotte I.G.A.	(4.52) Newspapers-\$5.25;	15.98
	(2.21) Janitorial Sup.-\$10.73	
Greenwood Press	(4.51) Books	46.53
Harvey's	(2.41) Contact Paper-\$19.99;	21.97
	(2.21) Janitorial Sup.-\$1.98	
Heritage Office Products, Inc.	(4.40) File Cabinets-R-\$330.14;	377.89
	(2.13) Office Sup.-\$19.17;	
	(2.41) Library Sup.-\$28.58	
H.W. Wilson Co.	(4.51) Books	140.00
Indiana Library Association	(3.24) District I Meeting-Ck.#1768	164.00
Jacobsen's Inc.	(2.13) Office Supplies	14.52
Kibreah, Golam	(3.23) Mileage	17.20
Main Line Book Co.	(4.51) Books	32.38
MBA Financial, Inc.	(4.51) Books	111.20
Mitchell Manuals, Inc.	(4.51) Books	126.00
National Geographics	(4.51) Books	8.95
National Record Plan	(4.53) LP's	171.73
NIALSA	(3.22) Postage for Films	6.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up (D.)	9.00
Postmaster General	(3.22) Postage Stamps	100.00
Quality Paperback Book Club	(4.51) Books	22.73
Quill Corporation	(2.13) Office Supplies	42.39
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Rourke Publishing Group	(4.51) Books	102.80

Bills To Be Allowed.....October 9, 1984

Salyers, Catherine A.	(3.23) Mileage	38.80
Salyers, Catherine A.	PETTY CASH: Rensselaer -	27.86
	(3.22) Postage-\$24.27	
	(2.41) Library Sup.-\$3.65	
Silver Burdett Co.	(4.51) Book Kits	24.55
Spurgeon, Anne	(4.51) Books	23.80
Stryker Post Publications	(4.51) Books	105.60
Superior Books	(4.51) Books	98.26
Tachtiris, Jill	(3.23) Mileage	9.80
Thomas Bouregy & Co., Inc.	(4.51) Books	47.50
Thompson & Sons, Inc.	(3.62) Repairs to Vacuum-D.	28.00
Tom's Supermarket	(2.21) Janitorial Supplies	9.11
Video Cassette Guild	GIFT FUND-Rensselaer (cassettes)	39.95
Witty, Cheryl A.	(3.23) Mileage	17.00
Zoobooks	(4.52) Magazine Subscription-W.	14.00
	TOTAL [B]	\$4,147.61
	TOTAL [A] & [B]	<u>\$5,243.93</u>

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

Dear

Enclosed is a summary of the Jasper County Public Library's current insurance coverage excluding bonds and Workmen's Comp. The Library Board has directed me to solicit bids for the library's insurance on a two-year cycle beginning this year. Our current coverage expires February 1, 1985; so we are respectfully requesting that you submit bids to the Board by December 1, 1984 to allow adequate time for perusing the bids. The Board will award the contract no later than January 14, 1985.

If you have any questions, please contact me at the Rensselaer Library. Please feel free to make suggestions concerning the coverage.

Thank you for your time and attention.

Sincerely,

*Catherine A. Salyers
Director*

CAS/gj

Enclosures - 1

ALL RISK REPLACEMENT COST

ALL RISK ACU ON CONTENTS

BUILDING #1

Rensselaer Library
301 N. Van Rensselaer St.
Rensselaer, Indiana 47978

Building	\$257,800
Contents	110,300
Extra Expense	5,000
Outside Book Deposit	700

BUILDING #2

Wheatfield Library
Grace Street
Wheatfield, Indiana 46392

Building	Needs to be determined
Contents	\$ 21,000
Extra Expense	5,000
Outside Book Deposit	700

BUILDING #3

DeMotte Library
9th & Birch Sts.
DeMotte, Indiana 46310

Building	\$225,700
Contents	42,000
Extra Expense	5,000
Outside Book Deposit	700

Blanket Valuable Papers	\$ 495,000
Comprehensive General Liability	
Property Damage	\$ 500,000 each occurrence \$ 500,000 aggregate
Medical Coverage	\$ 1,000 each person \$ 500,000 each accident
Non-owned Auto Liability	\$ 500,000 each occurrence
Personal Property OFF PREMISES	\$ 10,000
Deductible	\$100
Coinsurance %	80

AGENDA.....November 12, 1984

1. Minutes
2. Bills/Financial Reprot
 - 2.1 Transfer of LIRF
3. Director's Report
 - 3.1 Circulation
 - 3.2 Insurance
 - 3.3 Personnel Policies
 - 3.4 Deferred Compensation Plan
 - 3.5 Unemployment Compensation Pooled Account
 - 3.6 VCR
 - 3.7 1985 Holiday Schedule
4. Rensselaer Business
 - 4.1 Crash Bars
 - 4.2 Carnegie Building Meeting
5. Wheatfield Business
 - 5.1 Program Statement
 - 5.2 Architects
6. DeMotte Business
 - 6.1 Appraisals
 - 6.2 Videodisc Service Agreement
7. Nomination Committee
8. Executive Session
 - 8.1 Guidelines for Salary Increases

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING October 1984

	19 ⁸³	19 ⁸⁴	
Monthly Circulation	<u>11,099</u>	<u>13,787</u> (up 24.2%)	
Daily Average	<u>427</u>	<u>530</u>	Rensselaer <u>241/day</u>
January to Date		<u>130,154</u>	DeMotte <u>150/day</u>
Total Circulation	<u>143,807</u>	<u>130,988</u> (down 8.9%)	Wheatfield <u>172/day</u>

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	31		93	972	28		9	676	15			332
Non-Fiction	90		1	1,075	60		1	598	34			159
Paperbacks	10		4	863	1			618				1,754
CHILDREN'S BOOKS:												
Fiction	25			1,704	2		31	1,083	24			774
Non-Fiction	6			636	3			310	11			240
FILMSTRIPS				42								
MAGAZINES:												
Adult				305				387				156
Children				40								
MAPS, PICTURES, PHOTOS, PRINTS <i>Video, Projectors</i>				112				66				125
MICROFILM												
PAMPHLETS	63		1	336				53				10
SOUND RECORDINGS	73		2	188	66			114	37			59
TOTALS	298		101	6,273	160		41	3,905	121			3,609

up 38%

up 30.5%

up 1%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

October 19 84

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	<i>Rens. filled 32 for DeM. & Wh. 34</i>	<i>DeM filled 12 for Wh. & Rens. 31</i>	7
b. Received	30	29	5
c. Outstanding	4	2	2
d. Films			
No. of Films	5		
No. of Viewers	155		
2. REGISTRATION			
a. Borrowers Added	32-R 31-C 3-NR	55	10
b. Total Registered	7,323		
3. REFERENCE QUESTIONS			
a. Telephone	167	224	256
b. In Person	313	155	216 <i>112</i>
4. LOCAL HISTORY-GENEALOGY			
a. In person	14		
b. Microfilms Used	3		
c. Research by Mail	4		
d. Oral Histories			

MINUTES.....OCTOBER 8, 1984

The regular monthly meeting of the Jasper County Public Library was held at 7:00 p.m. at the Rensselaer Headquarters Library. Those present were Frank Wright, president; Mary Linda Casey, vice-president; Joan Ostler, Wanda Stewart, Will Doty, Bob Souza, trustees; and Cathy Salyers, library director.

MINUTES: On a motion by Joan Ostler, seconded by Bob Souza, the minutes of the September 11, 1984 meeting were approved as presented.

BILLS/FINANCIAL REPORT: On a motion by Mary Linda Casey, seconded by Will Doty, the financial report was accepted as presented.

On a motion by Wanda Stewart, seconded by Bob Souza, the bills were approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation increased at Rensselaer and DeMotte by 23.7% and 9.4% respectively, and decreased at Wheatfield by 30.8%. The total circulation for September was up slightly over last year.

There was a brief discussion concerning loaning the videocassette recorder. The board directed Mrs. Salyers to refer requests to borrow the equipment to the full board.

Mrs. Salyers presented a list of possible bidders on the library's property insurance. After a discussion, Mrs. Salyers was directed by the Board to contact the local insurance companies for purposes of bidding on the insurance package.

Mrs. Salyers stated that Martha Daugherty and she would be attending the State Budget Hearing on October 12 at 11:00 a.m. at the courthouse.

It was reported that the library staff would be attending the ILA District I Conference on October 9th and would tour Heckman Bindery on October 17 and 25.

Mrs. Salyers noted that LSCA funds were once again in jeopardy and asked board members to write to Senator Quayle concerning the matter.

WHEATFIELD BUSINESS: Mrs. Salyers presented Mr. Van Handel's program statement for the Wheatfield Library. Discussion was tabled until the November 12 meeting.

Mrs. Salyers reported that several architectural firms had contacted her concerning the Wheatfield project. She noted that she had written to two firms that Mr. Van Handel recommended. President Wright directed Will Doty and Mrs. Salyers to compile a list of questions to be used in interviewing architects and noted that the Board would discuss the matter at the November meeting.

Mrs. Salyers announced that the Irene and Paul Grubb Estate donated \$500.00 for a display case for the new Wheatfield Library.

There was a discussion of computerizing the library system and the possibility of purchasing equipment in conjunction with the Wheatfield building project.

Frank Wright excused himself from the meeting at 7:52 p.m. Mary Linda Casey then presided.

Minutes (continued).....October 8, 1984

RENSSELAER BUSINESS: Mrs. Salyers reported on the activities of the Rensselaer Friends Organization. She also reported that the book, The Age of Andrew Jackson, by Robert Remini will be donated by the library board and staff in memory of Bill Darnard.

DEMOTTE BUSINESS: Mrs. Salyers reported that Don Morrison and Mary Van Soest would be appraising the land next to the DeMotte Library for \$50.00 each for a total cost of \$100.00.

ADJOURNMENT: On a motion by Bob Souza, seconded by Joan Ostler, the meeting adjourned into executive session at 8:13 p.m.

EXECUTIVE SESSION: In the executive session there was a discussion of salaries and personnel evaluations. The session adjourned by consensus at 9:50 p.m.

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

		Month of October 1984				
		Beginning	Spent this	Spent to	Ending	
		Appropriation	Month	Date	Appropriation	
1	Librarian	19,500.00	1,625.00	16,250.00	3,250.00	
2	Assistants	113,527.00	9,310.06	95,835.65	17,691.35	
3	Janitorial	4,805.00	240.29	2,974.09	1,830.91	
4	Employee Benefits	15,445.00	1,043.28	9,585.26	5,859.74	
5	Other Personal Services	1,000.00			1,000.00	
6	Office Supplies	4,000.00	124.47	1,522.09	2,477.91	
7	Operating Supplies	1,950.00	183.71	1,583.37	366.63	
8	Repairs & Maint.	550.00	9.11	666.48	- 116.48	
9	Other Supplies	4,500.00	145.61	4,164.15	335.85	
10	Professional Services	1,000.00			1,000.00	
11	Communication & Trans	11,700.00	584.54	5,960.05	5,739.95	
12	Printing & Advertising	600.00		308.65	291.35	
13	Insurance	3,900.00	10.00	2,353.00	1,547.00	
14	Utilities	11,550.00	839.59	9,686.28	1,863.72	
15	Repairs and Maint.	8,000.00	39.58	4,538.39	3,461.61	
16	Rental	451.00		707.53	- 256.53	
17	Dues, Interest	851.00		23.00	828.00	
18	Contracts	3,000.00	34.00	2,311.78	688.22	
19	Transfer to LIRF	10,000.00			10,000.00	
20	Land Improvement	1.00			1.00	
21	Furniture and Equipment	7,000.00	348.52	7,483.13	- 483.13	
22	Books	48,000.00	2,357.73	46,679.21	1,320.79	
23	Periodicals & Newspapers	8,000.00	19.25	5,709.23	2,290.77	
24	Nonprint Materials	3,000.00	171.73	2,870.28	129.72	
25	Bills Encumbered	3,350.94		3,350.94		
26		285,680.94	17,086.47	224,562.56	61,118.38	
27						
28						
29	Ending Sept. Balance	74,353.19				
30	Less Checks	32,315.96				
31	Plus Deposits	63,580.72				
32	Balance of All Funds	105,617.95				
33						
34						
35						
36						
37						
38						
39						
40						

4804 (84804) - Buff
8804 (88804) - Green

Jasper County Public Library
 North Van Rensselaer Street
 Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

Month of October 1984

Balance of All Funds

Checking Account - Northwest National Bank

Operating Fund	56,149.38
Rensselaer Gift Fund	874.73
DeMotte Gift Fund	474.69
Wheatfield Gift Fund	630.20

Total Money in Northwest National Bank Checking Account 58,129.00

Investments

Bond Hi Fi Account	11,597.80
Operating Hi Fi Account	6,996.76
LIRF Hi Fi Account	3,894.39
Operating Certificate of Deposit	25,000.00

Total Investments 47,488.95

Balance of All Funds 105,617.95

4804 (84804) - Buff
 8804 (88804) - Green

OPERATING FUND

BILLS TO BE ALLOWED.....NOVEMBER 12, 1984

Utilities

City of Rensselaer	(3.51) Rensselaer	\$ 319.30
NIPSCO	(3.51) DeMotte	202.17
NIPSCO	(3.51) Wheatfield	58.56
Northwestern Ind. Telephone Co.	(3.21) DeMotte	61.44
United Telephone Co.	(3.21) Rensselaer	188.67
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 859.98

Other Claims

Ace Hardware	(2.21) Janitorial Supplies-D.	\$ 19.35
A.E. Boyce Co., Inc.	(2.11) Official Records	80.81
American Library Assn.	7, (4.51) Booklist Subscription-D.	40.00
Apollo Engineering Ltd.	(2.21) Fluorescent Lights-R.	229.02
Baker & Taylor	(4.51) Books-\$2,400.42	2,456.05
	GIFT FUND-DeMotte-\$55.63	
Becker, Margaret	(3.23) Mileage	111.60
Bierma Hardware	(3.61) Repairs & Maint.-W.	23.99
B&M Sales & Service	(3.62) Fire Extinguisher Check-ups	50.32
Brodart Inc.	(4.51) Books-\$238.04	312.01
	(2.41) Sysdac Tape-\$73.97	
Campbell Printing Co.	(2.12) Stationery and Printing	177.00
Children's Press	(4.51) Book Kits	18.33
Children's Reading Tree	(4.51) Book Kits	37.95
Credit Bureau Services	(4.52) Periodical Sub-R.	6.00
Daugherty, Lynn	(3.23) Mileage	95.60
Demco Inc.	(4.51) Book Processing-\$208.44;	238.76
	(2.41) Library Sup-\$30.32	
DeMotte I.G.A.	(4.52) Newspapers-D.	6.00
DeMotte Office Supply	(2.13) Office Supplies-D.	4.47
DeMotte State Bank	(3.12) Appraisal of Land-D.	50.00
Gale Research Co.	(4.51) Books	110.50
Gaylord Bros.	(4.51) Book Processing	42.90
G.K. Hall & Co.	(4.51) Books	106.34
Harvey's	(2.21) Janitorial Sup.-\$1.45;	33.08
	(2.41) Library Sup.-\$29.85;	
	(2.13) Office Sup.-\$1.78	
Heritage Office Products, Inc.	(4.40) Wastebasket-\$6.48;	43.96
	(2.13) Office Sup.-\$23.21;	
	(2.42) Copy Paper-\$14.27	
Highsmith Co., Inc.	(4.53) Album Covers	75.41
Hothem House	(4.51) Books	8.95
H.W. Wilson Co.	(4.51) Book Subscriptions	195.00
Kibreah, Golam	(3.23) Mileage	27.60
Koch News Co.	(4.51) Books	39.55
Koster & Holzheimer Architects	(3.24) Prof. Meeting-Ck.#1875	20.00
Lake County Public Library	(3.24) Prof. Meeting-Ck.#1876	24.00
Martin, Mary Kay	(3.23) Mileage	20.00
Monroe	(2.42) Copy Paper & Dispersant	224.00
National Record Plan	(4.53) LPs	58.06
NIALSA	(3.22) Postage for Films	18.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up -DeMotte	9.00
Political Research, Inc.	(4.51) Book	375.00
Postmaster General	(3.22) Stamps	150.00
Post Tribune	(4.52) Newspaper Sub.-W.(7/84-7/85)	104.00

Bills To Be Allowed (continued).....November 12, 1984

Quality Books, Inc.	(4.52) Periodicals Sub.	70.00
Quill Corporation	(2.13) Office Supplies	46.30
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Ribordy Drugs	(2.13) Film	17.18
Robbins Associates	(4.40) Shelving-DeMotte	255.00
Salyers, Catherine A.	(3.23) Mileage	39.20
Salyers, Catherine A.	PETTY CASH-DeMotte	17.11
	(3.22) Postage-\$2.13;	
	(4.51) Book-\$5.00;	
	(2.13) Office Sup.-\$8.49;	
	(2.21) Janitorial Sup.-\$1.49	
Salyers, Catherine A.	PETTY CASH-Rensselaer	20.06
	(3.22) Postage-\$15.36;	
	(2.22) Gas(Mower)-\$4.70	
Salyers, Catherine A.	PETTY CASH-Wheatfield	24.00
	(3.22) Postage-\$10.80;	
	(2.21) Janitorial Sup.-\$12.17;	
	(2.13) Office Sup-\$1.03	
Schultz Family Store	(2.21) Janitorial Supplies	.98
Tachtiris, Jill	(3.23) Mileage	35.20
Tom's Supermarket	GIFT FUND-Rensselaer-\$11.92;	51.17
	(2.21) Janitorial Supplies-\$39.25	
Tysen's Country Store	GIFT FUND-DeMotte	6.98
Victor Hotho & Co.	(4.53) LPs	546.40
Video King	GIFT FUND-Rensselaer	199.95
Wall Street Journal	(4.52) Newspaper Sub-R.	185.00
Yoder, Ethel	(3.23) Mileage	33.60
	TOTAL [B]	\$7,180.69
	TOTAL [A] & [B]	<u>\$8,040.67</u>

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

Wheatfield Branch
Wheatfield, Indiana 46392

November 12, 1984

The Jasper County Public Library Board of Trustees hereby
resolves to transfer \$10,000 from the 1984 LIRF appropriation to
the Library Improvement Reserve Fund and invest same in the LIRF
HI-Fi Account.

Miriam Sawyer

Mary Luda Casey

Jean Ostler

Shanda Stewart

Robert Souza

1985 Holiday Schedule

January 1	Tuesday	New Years Day
February 18	Monday	President's Day
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 28	Thursday	Thanksgiving Day
December 24	Tuesday	Christmas Eve
December 25	Wednesday	Christmas Day
December 31	Tuesday	New Years Eve

DECEMBER

AGENDA.....DECEMBER 10, 1984

1. Wheatfield Business
 - 1.1 Architect (1 hr.)
 - 1.2 LSCA Grant
 - 1.3 Bill Morarity
2. Minutes
3. Bills/ Financial Report
4. Director's Report
 - 4.1 Circulation
 - 4.2 Insurance
 - 4.3 Letters to Friends
5. Election of Officers
6. Rensselaer Business
7. DeMotte Business

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING November 30 19 84

	<u>19 83</u>	<u>19 84</u>	
Monthly Circulation	<u>10,881</u>	<u>12,212</u>	12.2% up
Daily Average	<u>434</u>	<u>489</u>	
January to Date		<u>142,366</u>	
Total Circulation	<u>154,688</u>	<u>143,200</u>	7.4% down

Rensselaer	<u>239</u>	/day
DeMotte	<u>137</u>	/day
Wheatfield	<u>135</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	25			847	21			608	24			195
Non-Fiction	139			1,469	32			675	24			135
Paperbacks	5			742	2			480				1,459
CHILDREN'S BOOKS:												
Fiction	26			1,417	3			880	21			554
Non-Fiction	13			568	9			235	8			118
FILMSTRIPS pb	26			6								
MAGAZINES:												
Adult				347				290				242
Children				37								
MAPS, PICTURES, PHOTOS, PRINTS Video, Projectors				165				56				59
MICROFILM												
PAMPHLETS	22		9	96				67				10
SOUND RECORDINGS	12			274	1			122				59
TOTALS	268		9	5,968	68			3,413	70			2,831

up 15.6%

up 25%

down 5.4%

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

November 19 84

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 33 req. for DeM. 43	DeM. filled 2 req. for Rens. 24	Wheat. filled 2 req. for Rens. 2
b. Received	30	20	2
c. Outstanding	13	4	0
d. Films			
No. of Films	3		
No. of Viewers	100		
2. REGISTRATION			
a. Borrowers Added	R-60 Co-68	34	12
b. Total Registered	7,498		
3. REFERENCE QUESTIONS			
a. Telephone	194	105	142
b. In Person	360	132	131
4. LOCAL HISTORY-GENEALOGY			
a. In person	23		
b. Microfilms Used			
c. Research by Mail	6		
d. Oral Histories			

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

4804 (84804) - Buff
8804 (88804) - Green

		1	2	3	4	
		Month of November 1984				
		Beginning	Spent	Spent	Ending	
		Appropriation	this Month	to Date	Appropriation	
1	Librarian	19,500.00	1,625.00	17,875.00	1,625.00	1
2	Assisants	113,527.00	9,943.64	105,779.29	7,747.71	2
3	Janitorial	4,805.00	449.00	3,423.09	1,381.91	3
4	Employee Benefits	15,445.00	841.25	10,426.51	5,018.49	4
5	Other Personal Services	1,000.00			1,000.00	5
6	Office Supplies	4,000.00	360.27	1,882.36	2,117.64	6
7	Operating Supplies	1,950.00	335.32	1,918.69	31.31	7
8	Repairs & Maint.	550.00	99.41	765.89	(-215.89)	8
9	Other Supplies	4,500.00	270.08	4,434.23	65.77	9
10	Professional Services	1,000.00			1,000.00	10
11	Communication & Trans.	11,700.00	1,082.04	7,042.09	4,657.91	11
12	Printing & Advertising	600.00		308.65	291.35	12
13	Insurance	3,900.00		2,353.00	1,547.00	13
14	Utilities	11,550.00	580.03	10,266.31	1,283.69	14
15	Repairs and Maint.	8,000.00	50.32	4,588.71	3,411.29	15
16	Rental	451.00		707.53	(256.53)	16
17	Dues, Interest	851.00	50.00	73.00	778.00	17
18	Contracts	3,000.00	19.00	2,330.78	669.22	18
19	Transfer to LIRF	10,000.00			10,000.00	19
20	Land Improvement	1.00			1.00	20
21	Furniture & Equipment	7,000.00	261.48	7,744.61	(744.61)	21
22	Books	48,000.00	3,826.42	50,505.63	(2,505.63)	22
23	Periodicals & Newspapers	8,000.00	371.00	6,080.23	1,919.77	23
24	Nonprint Materials	3,000.00	679.87	3,550.15	(550.15)	24
25	Bills Encumbered	3,350.94		3,350.94	.00	25
26		285,680.94	20,844.13	245,406.69	40,274.25	26
27						27
28						28
29	Ending Oct. Balance	105,617.95				29
30	plus deposits	1,205.57				30
31	minus checks	21,118.67				31
32	Ending Nov. Balance	85,704.89				32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

Jasper County Public Library
 North Van Rensselaer Street
 Rensselaer, Indiana 47978

	Initials	Date
Prepared By		
Approved By		

4804 (84804) — Buff
 8804 (88804) — Green

	1	2	3	4	
	Month of November 1984				
	Balance of All Funds				
1	Checking Account - Northwest National Bank		26,265.20		1
2	Operating Fund				2
3	Checking Account - Rensselaer Gift Fund		662.86		3
4	Checking Account - DeMotte Gift Fund		466.76		4
5	Checking Account - Wheatfield Gift Fund		630.20		5
6	Total Money in Northwest National Bank Checking Account			28,025.02	6
7					7
8	Investments				8
9	Bond Hi Fi Account		11,676.76		9
10	Operating Hi Fi Account		7,044.40		10
11	LIRF Hi Fi Account		13,958.71		11
12	Operating Certificate of Deposit		25,000.00		12
13	Total Investments			57,679.87	13
14	Balance of All Funds			85,704.89	14
15					15
16					16
17					17
18					18
19					19
20					20
21					21
22					22
23					23
24					24
25					25
26					26
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33					33
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36					36
37					37
38					38
39					39
40					40

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch

De Motte, Indiana 46310

Wheatfield Branch

Wheatfield, Indiana 46392

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, Therefore: Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds governing the same:

LIBRARY OPERATING FUND

4.51 Books

AMOUNT APPROPRIATED

\$3,154.56

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

3.2 Communication &
Transportation

AMOUNT REDUCED

\$3,154.56

Presented to the Jasper County Public Library Board, read in full and adopted this 10th day of December, 1984, by the following aye and nay vote.

AYE

Frank Dwyer
Mary Linda Casey
Miriam Sawyer
Joan Ostler
Shanda Stewart
Robert Souza
Wilbur D. Doty

NAY

PROCEDURES FOR PROJECTS UNDER LSCA TITLE II

A. Application Process

1. Applicant must submit the preliminary application form by December 31, 1984.
2. The total costs of a project for grant purposes may include acquisition of an existing building, land on which a building is to be built, architectural and engineering expenses, equipment, furniture, and remodeling expenses. The costs of books or other library materials may not be included.
3. Grants may be awarded up to 50% of the cost of the project, depending on the number of projects and their total dollar amount, although most grants in 1983 were 30% or less.
4. Upon receipt of the preliminary application, State Library staff, Construction Committee, and ISLAC will review the application based on the following criteria:
 - a. Applicant meets minimum eligibility requirements.
 - b. Library organization
 1. Library district formed by merger within the last ten years.
 2. County library or library serving as headquarters for a county contractual library district.
 3. A library district whose population has increased more than the state average of 5.7% from 1970 to 1980 according to official Census figures.
 - c. Library services

A long range plan for library services which would be advanced by the completion of the building project.
 - d. Construction project

Evaluation of the library's building program.
5. Applicants which are judged to be eligible for grants and have highest priority based on the evaluation of the above criteria will receive the full application to complete.

6. Full applications may be submitted by either one of two deadlines: March 29, 1985 or June 15, 1985. The applications will be reviewed by the State Library staff, Construction Committee, and ISLAC. Grant awards will be made by the Indiana State Library and Historical Board during its regular meetings in May and/or August, 1985
7. a. The following items must be submitted with the full application:
 1. Preliminary plans and specifications.
 2. Timetable for completion of final drawings and specifications, bids, start of construction, and completion of construction.
 3. Verification of the availability of matching funds.
 4. Verification of title to library building site or other interest in the site that is sufficient to insure the grantee's undisturbed use and possession of the facilities for 50 years or the useful life of the facilities, whichever is longer. (34 CFR 75.603).
 5. Written building program.
 6. Evaluation of flood hazards at library site in accordance with Executive Order 11988 (43 FR 6030).
 7. A statement of the impact of the proposed construction on the quality of the environment in accordance with Section 1102 (2) (C) of the National Environmental Policy Act of 1969 and Executive Order 11514. (34 FR 4247).
 8. The effect of the proposed construction on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register of Historic Places, including historic site clearance from the Division of Historic Preservation and Archaeology, Department of Natural Resources.
 9. Detailed budget and project information.
- b. Full applications must also contain documentation that the following laws and regulations have been or will be complied with:

1. Indiana Library Certification Law (I.C. 20-14-12) and the "Official Rules and Regulations 1974" issued thereunder.
2. Filing of the library's annual report with the Indiana State Library for the report year preceding the filing of the application. (I.C. 4-23-7.1-22).
3. The Public Purchases Law (I.C. 36-1-9).
4. The Public Works Law (I.C. 36-1-12).
5. Assurance of Compliance, Form 441, or reaffirmation statement signed by local applicant. (P.L. 88-352).
6. The facilities will be designed to make them accessible to and usable by the physically handicapped. (41 CFR sub-part 101-19.6).
7. The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, which requires that persons displaced as a result of Federally assisted construction programs receive fair and equitable treatment. (34 CFR Part 15).
8. Standards under the Occupational Safety and Health Act of 1970 (P.L. 91-576) and state and local codes, to the extent that they are more stringent.
9. To the extent feasible, the facility has been designed to maximize the efficient use of energy and minimize the use of petroleum and natural gas as energy sources, including compliance with ASHRAE Standard 90-75.
10. Contracts over \$10,000 must comply with Executive Order No. 11246 "Equal Employment Opportunity," as amended by Executive Order No. 11375, and as supplemented in Department of Labor regulations, (41 CFR Part 60).
11. Any contract or subcontract in excess of \$2,000 must contain provisions for compliance with:
 - a) Davis Bacon Act (40 U.S.C. 276a to a-7).
 - b) Copeland "Anti-Kickback Act" (18 U.S.C. 874).

B. Planning and Design of Building.

1. The library facility will be designed and placed on the site in such a way that future expansion to meet future needs is possible.
2. All construction plans should insure that the construction is:
 - a. Functional
 - b. Economical, and
 - c. Not elaborate in design or extravagant in the use of materials compared with facilities of a similar type in Indiana.

Excellence of architecture and design and inclusion of works of art should also be considered in developing the plans. Not more than 1% of the cost of the project may be spent on inclusion of works of art. Reasonable provision should also be made for areas in the facility that are adaptable for artistic and other cultural activities.

It is recommended that plans be reviewed and a report submitted by a library building consultant.

3. All plans and specifications must be approved by the Fire Prevention and Building Safety Commission. All state and local codes must be observed in construction.
4. Final working drawings and specifications will be submitted to the State Library for final approval before the project is placed on the market for bidding.

C. Construction.

1. Beginning the month following the awarding of the grant and continuing throughout the project, the Applicant's representative shall submit a monthly report to the Extension Division, Indiana State Library, noting significant developments and any problems that have occurred during the month in connection with the construction project.
2. Applicant must obtain a federal wage determination and insure that all laborers and mechanics employed by contractors and subcontractors will be paid at rates no less than those in the determination, in accordance with the Davis-Bacon Act. (40 U.S.C. 276a to a-7).
3. Construction contracts must be awarded within 180 days of applicant signing a contract with the State Library.

4. The following documents shall be filed with the State Library:
 - a. Any addenda to specifications.
 - b. Proposed contract documents.
 - c. Notice to bidders.
 - d. Bid proposals from successful bidders.
 - e. Tabulation of bids received showing bids accepted.
 - f. Copy of the signed contract(s).
5. After the contract is awarded but before the start of construction, the Applicant's architect should schedule a pre-construction conference with all interested parties to cover all administrative procedures, legal requirements, and any other pertinent details. (The conferees should include the architect, prime and subcontractors, building consultant, and representatives of the library, of any other local agencies which may be concerned, and of the Indiana State Library.)
6. Weekly payrolls must be submitted by all contractors and subcontractors to the library. They must be retained for 3 years for examination by U.S. Department of Labor personnel. One copy must also be forwarded to the State Library. Form WH-347 or its equivalent should be used.
7. Libraries will maintain accounting records with supporting vouchers on all funds received and expended for this project until final audit. Account for Federal funds separately.
8. Submit to ISL for approval all change orders significantly affecting the design of the project prior to authorization of the change to the contractor.
9. Architectural or engineering supervision and inspection should be provided at the construction site to insure that the completed work conforms to the approved plans and specifications.
10. State Library shall draw and pay 30% to project upon notification of reaching 1/3, 2/3, and 100% completion. ISL will request final audit by the State Board of Accounts upon completion. Final payment of 10% will be made upon notification of acceptance of building.
11. The facts relating to all approved actions and to compliance should be reported at Board meetings and reflected in the minutes.

12. Evidence of bid and performance bonds, liability and Workmen's Compensation Insurance, Builders Risk Insurance, and contracts covering all work performed and all payments made must be available for inspection.
13. On-site interviews as required by federal regulations with construction workers will be conducted by owner or owner's representative.
14. ISL personnel may examine interview reports, construction, and financial records.
15. A copy of the wage determination must be posted on the job where it can be examined by all workmen.
16. Adequate inventory records of new equipment purchased for this project should be kept so that items can be easily identified and located on the project.
17. Site will display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds under the Act shall be noted. Publicity of the grant award and construction progress will also include mention of LSCA Title II as a source of funds.
18. Applicant must assure that when construction is completed, sufficient funds will be available for effective operation and maintenance of the facilities.

ED/ISL
11/84

MINUTES.....NOVEMBER 12, 1984

The regular monthly meeting of the Jasper County Public Library Board was held at 7:00 p.m. at the Rensselaer Library. Those present were Mary Linda Casey, vice-president; Miriam Lawyer, secretary; Bob Souza, Joan Ostler and Wanda Stewart, trustees; and Cathy Salyers, library director.

Minutes: On a motion by Wanda Stewart, seconded by Bob Souza, the minutes of the October 8, 1984 meeting were approved.

Bills/Financial Report: On a motion by Joan Ostler, seconded by Wanda Stewart, the bills and financial report were approved as presented.

On a motion by Bob Souza, seconded by Miriam Lawyer, the board passed a resolution to transfer \$10,000 from the 1984 LIRF appropriation to the Library Improvement Reserve Fund and invest that amount in the LIRF Hi-Fi Investment.

Director's Report: Mrs. Salyers reported that the circulation for all three libraries increased by a total of 24.2% over October 1983. All three libraries showed an increase in their respective circulations.

Mrs. Salyers further reported that the insurance companies have been contacted and bids are to be returned by December 1.

There was a brief discussion of the Personnel Policies but the discussion was postponed due to the length of the agenda.

On a motion by Joan Ostler, seconded by Wanda Stewart, the board voted to adopt the State of Indiana Public Employee Deferred Compensation plan which is a tax deferred annuity designed to permit employees to save for retirement through payroll deductions which will also lower their federal taxes.

There was a discussion of the Unemployment Compensation Pooled Account that is currently being developed by the ALSA's. The program would be a contributory program set up by Indiana libraries for the purpose of paying unemployment compensation claims. The program is to be established by 1986 and will replace the current program the library now uses through the Indiana Unemployment Securities Division. No action was taken concerning the library joining the new program.

Mrs. Salyers reported that there have been two requests since the last meeting concerning the use of the VCR outside the library. There was a brief discussion of the matter.

On a motion by Bob Souza, seconded by Miriam Lawyer, the board passed the proposed 1985 Holiday Schedule as presented.

Mrs. Casey directed Mrs. Salyers to draft 'thank you' letters to the DeMotte and Rensselaer Friends concerning recent purchases by these groups for the library.

Rensselaer Business: Mrs. Salyers reported that Rensselaer Lumber has refunded the money for the crash bar and that she is pricing equipment elsewhere.

Minutes (continued).....November 12, 1984

She further reported that Will Doty and she will attend a meeting on November 15 concerning Carnegie Library Buildings.

Wheatfield Business: Mrs. Salyers reported that Tillett Engineering was not interested in handling the Wheatfield project.

There was a lengthy discussion of the Building Program Statement developed by Ralph VanHandel. Recommendations for changes included adding an office of at least 100 sq. ft; combining the kitchenette and staff lounge and allowing 225 sq. ft. for the staff lounge; reducing the restrooms to one restroom unless otherwise required by state or federal laws; and reducing the workroom to 400 sq. ft. The Board will then ask for recommendations from the architect concerning the size of the mechanical room.

By consensus the Board agreed to meet with Park Randall on December 1 to interview him as architect for the project. Other architects may be interviewed at a later date.

The regular monthly meeting will be held as scheduled on December 10.

DeMotte Business: Mrs. Salyers reported that one appraisal from the DeMotte State Bank on the land adjacent to the DeMotte Library in the amount of \$4,000 has been received and another appraisal is due this week from Mary VanSoest.

Nomination Committee: Mrs. Casey appointed Will Doty and Wanda Stewart to the nominating committee for 1985 officers. A report will be presented at the next meeting.

Executive Session: On a motion by Joan Ostler, seconded by Bob Souza, the Board voted to adjourn to executive session at 9:49 p.m. to discuss salary increases.

At 10:05 p.m. the regular meeting reconvened.

On a motion by Miriam Lawyer, seconded by Joan Ostler, the Board voted to approve the Guidelines for Annual Salary Increments for Salaried Employees as presented.

Adjournment: On a motion by Miriam Lawyer, seconded by Joan Ostler, the meeting adjourned at 10:06 p.m.

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, Therefore: Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds governing the same:

	AMOUNT APPROPRIATED
LIBRARY OPERATING FUND	
4.51 Books	\$3,154.56

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	AMOUNT REDUCED
LIBRARY OPERATING FUND	
3.2 Communication & Transportation	\$3,154.56

Presented to the Jasper County Public Library Board, read in full and adopted this 10th day of December, 1984, by the following aye and nay vote.

AYE

NAY

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch
De Motte, Indiana 46310

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Wheatfield, Indiana 46392

WHERE AS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, Therefore: Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are here by appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

	AMOUNT APPROPRIATED		AMOUNT REDUCED
LIBRARY OPERATING FUND		LIBRARY OPERATING FUND	
2.3 Repairs & Maintenance Supplies	\$ 219.88	2.1 Office Supplies	\$ 219.88
3.7 Rentals	\$ 256.63	3.4 Insurance	\$ 256.63
4.40 Furniture & Equipment	\$ 766.81	4.52 Periodicals & Newspapers	\$ 766.81
4.51 Books	\$ 500.00	4.52 Periodicals & Newspapers	\$ 500.00
4.53 Non-Print	\$ 600.98	4.52 Periodicals & Newspapers	\$ 600.98

Presented to the Jasper County Public Library Board, read in full and adopted this 10th day of December 1984, by the following aye and nay vote.

AYE

NAY

Frank A. White
Mary Lupa Casey
Mary Lupa
Juan Oster
Charles Stewart
Robert Saura
Wilbur D. Doty

JCPL OPERATING FUND

BILLS TO BE ALLOWED.....DECEMBER 10, 1984

Utilities:

City of Rensselaer	(3.51) Rensselaer	\$ 305.54
NIPSCO	(3.51) DeMotte	292.60
NIPSCO	(3.51) Wheatfield	101.49
Northwestern Ind. Telephone Co.	(3.21) DeMotte	58.26
United Telephone Co.	(3.21) Rensselaer	224.12
United Telephone Co.	(3.21) Wheatfield	29.84
	TOTAL [A]	\$ 1,011.85

Other Claims:

Ace Hardware	(2.21) Janitorial Sup.-\$14.80;	\$ 18.79
	(2.32) Paint-\$3.99	
A.E. Boyce Co., Inc.	(2.11) Official Records	128.55
Animal Express, Inc.	(4.40) Equipment (puppets)	22.20
Baker & Taylor Co.	(4.51) Books-\$323.47;	478.82
	GIFT FUND-DeMotte-\$106.22;	
	GIFT FUND-Rensselaer-\$58.73	
Becker, Margaret	(3.23) Mileage	111.60
Ben Franklin Store	GIFT FUND-DeMotte	11.73
Bosgraaf Heating & Cooling	(3.61) Repairs to Furnace-D.	35.00
Brodart Inc.	(4.51) Books-\$236.45;	279.76
	(2.41) Sysdac Supplies-\$43.31	
Catalist	(3.24) Prof. Meeting-Ck. #1878	195.00
Children's Press	(4.51) Books	88.46
Children's Reading Tree	(4.51) Books	448.05
Daugherty, Lynn	(3.23) Mileage	15.20
Daugherty, Martha	(2.42) Copy Paper	36.81
DeMotte Hardware	(2.13) Office Supplies	2.29
DeMotte I.G.A.	(4.52) Newspapers	13.75
DeMotte Office Supply	(2.13) Office Supplies	7.66
DeYoung Plmb., Htg., & A.C.	(3.61) Repairs to Bldg.-R.	41.15
Doty, Will	(3.23) Mileage	60.40
Fagen Pharmacy	(2.13) Office Supplies	1.19
Hartman, Ed.	(2.21) Belt for Vacuum	2.00
Heritage Office Products, Inc.	(2.13) Office Supplies	30.04
Highsmith Co., Inc.	(4.53) A.V. Covers	50.83
Jacobsen's Inc.	(2.13) Office Supplies	87.06
Jasper Co. Farm Bureau Co-op	(2.21) Caulking Materials	8.58
K-Power	(4.52) Magazine-R.	14.95
Kibreah, Golam	(2.13) Craft Materials	1.57
Monroe	(2.42) Copier Supplies	75.00
NIALSA	(3.24) Prof. Meeting-Ck. #1879	4.00
NIALSA	(3.22) Postage for Films	9.00
Ooms Bros. Disposal Service	(3.95) Trash Pick-up-DeMotte	9.00
Postmaster General	(3.22) Stamps	100.00
Quill Corporation	(2.13) Office Supplies	128.36
Rensselaer Police Dept.	(3.95) Security Alarm Service	10.00
Salyers, Catherine A.	(3.23) Mileage	60.00
Salyers, Catherine A.	PETTY CASH - Rensselaer:	23.39
	(3.22) Postage-\$14.80;	
	(2.13) Office Sup.-\$3.59;	
	(4.51) Book-\$5.00	
Schultz Family Store	(2.13) Office Supplies-\$2.58;	7.57
	(2.21) Janitorial Sup.-\$4.99	

Bills To Be Allowed. (Continued).....December 10, 1984

Smith's True Value Farm Ctr.	(3.61) Repairs to Bldg.-R.	5.85
Thomas Bouregy & Co.	(4.51) Books	47.50
Tom's Supermarket	(2.21) Janitorial Sup.-\$4.31;	6.83
	(2.13) Office Sup-\$2.52	
Tysen's Country Grocery	(2.21) Janitorial Supplies	15.93
Upstart	GIFT FUND-DeMotte	<u>49.06</u>
	TOTAL [B]	\$2,742.93
	TOTAL [A] & [B]	<u>\$3,754.78</u>

BOARD MEETING MINUTES 1984